

# **Student/Parent Handbook 2018-2019**

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## Saint Paul School

461 Alling Street

Kensington CT 06037-2170

(860) 828-4343 • Fax (860) 828-1226

Accredited by the New England Association of Schools and Colleges, Inc.

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August 2018

Dear Parents and Students,

It is my pleasure to welcome you to the 2018-2019 school year at Saint Paul School. The faculty and I have been hard at work planning and preparing for your arrival, and we are both excited and deeply committed to providing you with a high quality, faith-based educational experience this year. Our goal is to assure that all of our students grow both academically and spiritually in the light of our faith.

At every grade level, you will find a high standard of excellence in our programs and activities, all of which are designed to help our students to develop their unique skills and talents for the service of God and others.

The Handbook that follows includes information that you will need in order to understand how our school functions on a daily basis. I encourage you to refer to it often throughout the year. Please take some time to read and discuss it with your child.

On the final three pages of the handbook, you will find the following documents:

- **Website and Other Publications Photo Permission Guidelines;**
- **Acceptable Use Agreement for Computers and Technology**
- **Saint Paul School Student/Parent Handbook Agreement.**

These documents require your careful review and signature. We ask that you print and sign them and then return them to your child's teacher within the first two weeks of school. We will be happy to provide hard copies at your request.

Finally, it is very important that we create positive, collaborative relationships throughout our school community. Please do not hesitate to contact your child's teacher or me if you have any questions or concerns throughout the year.

With best wishes for a happy and successful school year.

Sincerely,

Principal

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### MISSION STATEMENT

Saint Paul School is a Catholic community dedicated to sharing our **faith** with others. In the ongoing process of educating the whole child, we support the development of our students spiritually, intellectually, emotionally, socially and physically. As 21<sup>st</sup> century **learners** and problem solvers, our students strive to be models of Christ, moral leaders in **service** to others, and creators of a more humane and just world.

### A BRIEF HISTORY OF SAINT PAUL SCHOOL

Saint Paul School became a dream-come-true for the late Monsignor Thomas L. Greylish when the school was completed in 1958. In October of 1957, the cornerstone of the school was dedicated and the school was placed under the protection of Saint Therese of the Little Flower, for whom Msgr. Greylish had a deep devotion. Monsignor Greylish wanted to provide an alternative to the public system of education for youths who sought a Catholic junior high experience. On September 3, 1958, the school's doors were opened for the first time, with students enrolled in seventh and eighth grades. Ninth grade was added in 1959 and St. Paul Junior High School held its first graduation in 1960.

The Sisters of Christian Charity from Mendham, New Jersey were the first order of teaching sisters at Saint Paul Junior High School. They were a dedicated, spiritual, and enthusiastic group of Sisters. Then, in September of 1970, after twelve years of educational ministry, the Sisters of Christian Charity withdrew from Saint Paul and were replaced, at the invitation of Monsignor Greylish, by the Daughters of Mary of the Immaculate Conception from New Britain, CT. The year 1998 brought the departure of the Daughters of Mary. The dedicated sisters who staffed the school at that time were nearing the age of retirement and returned to less demanding ministries in their hometown. Since that time, the school has been staffed by lay principals and faculty.

In 1976, Saint Paul School discontinued the ninth grade and added a sixth grade. This coincided with the changes in the public school system to create a middle school (grades 6-8). In 1980, a kindergarten and first grade were added which led to the eventual establishment of a complete kindergarten through eighth grade program, consistent with other Catholic schools in the Archdiocese. In 1989, a pre-kindergarten program for three and four year old children was first offered. An extended day afternoon program was provided in 1991 to assist working parents, followed by the addition of an early morning program for kindergarten students in 1995. Both programs were soon made available to all children in the school.

In 1985, the Conventual Franciscans came to Saint Paul Church. Since that time the Franciscan identity has become infused into the life of the school. Currently the school is blessed to have four friars in residence, all of whom take an active role in the school community.

In June 2003, a building renovation and refurbishment was undertaken to address some of the challenges the school faced: cramped facilities and the need to expand and improve its programs. This \$1.3 million renovation was the second phase of the St. Paul Parish 125<sup>th</sup> Anniversary Capital Campaign project. The renovation consisted of leveling a non-functioning 2,500 square foot lobby, staircase and offices, and constructing a 6,000 square foot handicapped accessible addition, complete with a functional office suite, media center, technology learning center, science laboratory and art/music suite. The addition to the school was dedicated in November 2004 and again placed under the protection of Saint Therese. A gym refurbishment was completed during the 2004-2005 school year. The gymnasium upgrades included floor replacement, wall padding, window treatments, additional basketball hoops and fresh paint.

The population of Saint Paul School has kept pace with enrollment trends of other suburban schools over the past ten years. The school opened as a junior high school in 1958 with a population of 126 and grew to a preschool through grade eight program in 2006 with a population of 272. With the inception of full day kindergarten in the local public schools, the population dropped slightly, but soon increased again as a result of a very proactive, forward thinking decision of the pastor and administration to expand the preschool program to accommodate up to 54 students. The kindergarten then grew and the population of the upper grades was sustained. For the 2018-2019 school year, enrollment stands at 248 students.

Over the last five years, Saint Paul School has been blessed with a number of opportunities for improvements in facilities, security, technology, and program offerings. The commitment of our former pastor, Father Robert Schlageter, the support of our new pastor, Father Joseph Benicewicz, and the support of our school families and the parishioners of Saint Paul Church have allowed us to make those improvements. Through grant funding, we have replaced all of the windows and interior doors in the school, increasing the safety of our students. The installation of a door buzzer system, panic buttons in the office, and a new system of surveillance cameras have added to that security. Over the past five years, we have made significant curricular improvements in the core areas of reading and mathematics and have added new materials and resources in science, religion, and Spanish. Most notably, we continue the ongoing purchase of technology to support learning, including the purchase and use of SMART Boards in classrooms, increased internet capacity, live stream video, and our 1:1 Chromebook Initiative for the Middle School and two additional Chromebook carts for elementary students' use. Consistent outstanding scores on standardized tests and our recent commendation by the New England Association of Schools and Colleges for our Two-Year Report and Strategic Plan together validate our commitment to excellence in teaching and learning and to the Mission of Saint Paul School.

## **SAINT PAUL SCHOOL GRADUATE PROFILE**

During their years at Saint Paul School, students acquire the knowledge, skills and behaviors necessary to become responsible high school students with Catholic tradition and values. By the conclusion of eighth grade, the Saint Paul School graduate:

- is learning to live according to Gospel values and will have attained an intellectual grasp of the teachings of the Catholic Faith, and will be in the process of developing a personal devotion to prayer and a commitment to helping those in need;
- is learning what it means to be a contributing member of society, a good citizen of his or her country and of the world community. He or she will be developing an appreciation of cultural differences and respect for all people as children of God;
- will have had practice in reading, writing, listening and speaking effectively for a variety of audiences, in a number of different situations, and through both print and electronic media;
- will have an understanding of learning as a life-long task that encompasses all aspects of his or her life: the spiritual, the physical, the socio-cultural, the intellectual and the emotional;
- is developing the ability to use technology in an efficient and morally responsible way;
- is coming to value the earth as part of God's living creation and to realize the necessity of stewardship of natural resources;
- has begun to recognize and work to develop his or her talents and to appreciate the talents of others;
- is developing the ability to think critically, analyze problems effectively and work toward logical, practical and ethical solutions;

- is prepared to engage in the joy of life-long learning using the skills needed for acquiring, assessing and integrating information and recognizing the ways in which he or she learns best.

## **STUDENT RESPONSIBILITIES**

As a student of Saint Paul School you are asked to take responsibility for your actions. This builds character and lays a foundation for the future. The following responsibilities should be taken seriously by each student enrolled at Saint Paul School:

- Spread the message of Jesus Christ to those with whom you go to school by demonstrating your love and compassion for your fellow students, teachers and staff members.
- Attend Mass each Sunday and Holy Day of Obligation or, if non-Catholic, faithfully follow the tenets of your own faith.
- Read the Student/Parent Handbook and abide by the rules contained herein.
- Attend school on a regular basis.
- Arrive at school and class on time.
- Complete all assignments on time.
- Respect the property and rights of others.
- Properly groom yourself daily and adhere to the school uniform policy.
- Be accountable for your own actions and their consequences.
- Be proud of your school.
- In the spirit of St. Francis, actively care for the poor.

## **PARENT/GUARDIAN ROLE IN EDUCATION**

- Spread the message of Jesus Christ to all members of our Saint Paul community by demonstrating kindness and consideration to teachers, staff, students and other parents, and especially to those who are coming to our school for the first time.
- Attend Mass with your children on every Sunday and Holy day of Obligation or, if non-Catholic, educate your child in the practice of your own faith.
- Read the Student/Parent handbook and support the rules and policies contained herein.
- Assure that your child attends school regularly and arrives on time each day.
- Assure that your child completes homework assignments on time.
- Check the school and classroom websites daily for important information pertaining to your child.
- Make sure all emergency contact information is current via the EduConnect Parent Portal.
- Be a proud ambassador for Saint Paul School and its teachers, staff and programs.
- In the spirit of Saint Francis, actively care for the poor.

## GENERAL INFORMATION

### ACCREDITATION

At its meeting held on June 23-24, 2016, the Commission on Independent Schools voted to continue full accreditation by the New England Association of Schools and Colleges for Saint Paul School. At its meeting on June 25-26, 2018, the Commission accepted the school's Two-Year Interim Evaluation Report without reservation and commended the school on its Strategic Plan.

### ADMISSION POLICY

This school gives first preference to active parishioners of St. Paul Parish. There will be no discrimination on the basis of race, gender, national origin, age or handicapped situation (if the school can reasonably accommodate the student) in accordance with the law. A non-refundable application fee of \$25.00 is required at the time of application. Information regarding the cost of tuition will be made available upon request.

Ordinarily, class size is limited to thirty (30) pupils per grade level.

#### **Transfer Students**

Potential transfer students from other Catholic schools shall be subject to the same standards and qualifications as would any child seeking admission to Saint Paul School. Ordinarily, a child shall not be accepted from another Catholic school unless financial responsibilities in the previous school/parish have been satisfied or parents have signed an agreement to meet these responsibilities.

#### **New Student Probationary Period**

Any student who is new to Saint Paul School will be placed on a thirty (30) day probationary period from date of entry into the school. The purpose of this probationary period is to ensure that Saint Paul School can provide appropriately for the educational needs of the student.

### AFTER-SCHOOL CARE PROGRAM

The After Care program is available for students in grades Pre-K-8 and is open from 3:00 PM to 5:30 PM on school days only. The schedule is adjusted accordingly on half-days (12:30 PM to 5:30 PM). The charge for this program is \$16.00 per day. This program is only for children who have pre-registered (paperwork on file) and is not to be used on a "drop-in" basis. The After Care program will not operate on the following days: days when school is not scheduled, school vacation days, holidays, Holy Thursday, Berlin Fair Day, the half-days before Thanksgiving and Christmas, and the final day of school in June. The After Care cell phone number is 860-416-005 (3:00 to 5:30 pm).

On emergency snow days (children are already in school and an early release is required due to weather conditions) children may attend the After Care program, but we ask parents to pick up their children as soon as possible – no later than 3:00PM.

### ATTENDANCE

Each student has the responsibility to be in school and in class on time. The student needs to arrive at school between 7:50 AM and 8:10 AM. **In the event of illness the parent/guardian is required to notify the school nurse on each morning of the student's absence (828-4343 ext. 106).**

As per policy, a student who is absent from school on a given day, or leaves school due to illness, is not permitted to take part in any school activity or function (i.e., practice, game, extra-curricular activity, dance) which is scheduled for that day or evening.

Students are responsible for making up all work missed due to absence and must contact the teacher and check the class website or assignments and notices of tests. Unless a student is absent for an extended period of time, making it necessary for the parent to request additional materials so the student can stay current while at home, missed work will be due within one week of the student's return to school. **Upon returning to school after an absence of three days or more, a written excuse from the parent/guardian must be presented to the school nurse.** Frequent absences by any student will necessitate a conference between parents, teacher and/or the principal. The following list constitutes acceptable reasons for absences:

- Illness or medical issues (ordinarily, after a week's absence, a doctor's note is required)
- Family emergency
- Death in the family
- Special family circumstances (at the discretion of the principal)

In order for a child to learn, he/she must be physically present in school. Family vacations resulting in prolonged student absences are strongly discouraged. After fifteen (15) absences a student's academic progress will be reviewed by the faculty and administration. A direct outcome of this review may be that the student will be retained for another year in his/her present grade level. Suspected instances of truancy (absences without a valid reason) may be referred to the CT Department of Children and Families.

### **Tardiness to School**

Each day at 8:10 AM, all students in grades K-8 are expected to be present in the gym and ready for prayer. Students who are not in the gym at that time are required to report to the main office to sign in and receive a tardy pass that must be given to the child's teacher. No student will be admitted to the gym after 8:10 without a pass. A written excuse or verbal explanation by the parent is required at the time of the late arrival.

Repeated tardiness will have a detrimental effect on a student's work. It is also distracting to other students and the classroom teacher. Repeated tardiness (more than five days in a marking period) will necessitate a conference with the principal to explain the reason for the above. Chronic tardiness may require retention at grade level, depending on the impact on student learning or withdrawal from Saint Paul School.

A student is not considered tardy due to car trouble or when arriving to school on a bus that is late. Parents are reminded that students arriving late to school should enter through the front (Alling Street) entrance to the building to help us to maintain building security.

### **BEFORE-SCHOOL CARE PROGRAM**

Before Care is available for students in grades Pre K-8 from 7:00 - 7:50 AM on school days. It will not be in session on late opening days due to inclement weather. In order to participate in this program parents must commit to a minimum of three (3) mornings a week. The charge per day is \$8.00 per student, which includes a light breakfast (milk or juice, muffin, bagel or cold cereal). If two or more children in one family register for the full five days per week, a discount will be given.

## **CAFETERIA PROGRAM**

In conjunction with various vendors, we are happy to provide our students with nutritious lunches every day. Menu choices of complete nut-free meals are posted on line each month. These meals must be pre-ordered on line at least three days prior to the day desired and payed for monthly by check or cash to the school office. An a la carte menu of juices, milk, snacks, cookies and ice cream may be available, payable in cash only. Prices for lunches and a la carte items may be found on the school website.

**A nut-free table, that is cleaned separately, is available at all lunches for students with allergies or food sensitivities.**

Saint Paul School participates in the Federal Nutrition Program. For those families who qualify, a reduced-cost lunch is available.

While dining in the cafeteria, the following rules will be followed:

- Each class will line up for food in an orderly, quiet manner.
- All food must be eaten at the tables.
- No bags or cartons are to be popped.
- Students will deposit all litter into trash receptacles and check the floor around the trash barrel area to make sure it is kept clean.
- Students will keep the tables, benches and floor around your area clean.
- Candy, gum and soda are not permitted.
- Students will remain in seated until excused.
- Students will ask permission of the teacher before using the lavatory or leaving the lunch room.

## **CHAIN OF COMMAND**

Following the Church's principle of subsidiary, we strive to solve any difficulties that might arise at the local level. Therefore, the following model has been adopted by the school as the proper chain of command that is to be followed:

1. Teacher
2. Principal: Mrs. Fayne Molloy
3. Pastor: Fr. Joseph Benicewicz, OFM Conv.

## **COMMUNICATION & PUBLICITY**

### **News Releases**

News releases concerning Saint Paul School are made through the school office. All news releases must have the approval of the principal before being submitted to the media. Please check *The Berlin Citizen* and the Berlin page of *The Herald* for media releases.

### **Newsletters**

The principal's *Monday Memo* is sent weekly via email to all families. It contains pertinent information regarding upcoming events and school news. The Home and School Association also emails periodic newsletters to all families. Please take the time to read the information so you can keep up-to-date on current events at the school.

## Parent/Student Directory

Saint Paul School does not publish a Parent/Student Directory. At the beginning of each school year, parent volunteer grade level coordinators will contact the other parents of the students in each grade and ask permission to share their email information within the class. All requests for privacy and confidentiality will be honored.

## Publicity Waiver/Use of Student Photos/Likeness and School Work

From time to time our students may be photographed or videotaped at classroom or school-related functions. News articles are often submitted to local papers regarding school events. Should you not wish to have your child or his/her work publicized in the media or on the school website, you must notify the school office in writing each year utilizing the form at the end of this handbook.

## DRESS CODE

At Saint Paul School, we believe the school uniform is an expression of our Catholic identity. Our uniforms are our first opportunity to make an impression on those who see us, and demonstrate our commitment to modesty, safety, and a distraction-free learning environment. We believe that our dress code contributes to a positive school environment, and provides a level playing field to our students, free of the judgment which may be a byproduct of fads, fashion trends, or socioeconomic factors. Our uniforms and dress code also provide safety from clothing which may be a hazard on the playground, as well as provide us a means of quickly identifying people who are not part of our school community. Although purchasing uniforms is an expense for parents, it does alleviate the need to purchase what would otherwise be appropriate school clothing, resulting in a net savings.

Saint Paul School has an official uniform which is required of all students in grades K-8 attending our school. These uniforms are purchased through the Lands' End (online at [www.landsend.com](http://www.landsend.com)). **Our Preferred School number is 900080185.** All *logo* shirts, shorts, pants, jumpers, skirts, skorts, ties and the gym uniform must be purchased from Lands' End with the exception of white dress shirts and white blouses which may be purchased elsewhere.

All students in grades K-8 are expected to wear the proper school uniform in the proper manner daily. There are four uniform modes: Fall/spring, winter, dress and gym. The students begin the school year wearing their fall/spring uniforms. The winter uniform is worn beginning on October 9, 2018. Students resume wearing the Fall/Spring uniforms on April 15, 2019. The dress uniform is worn to school on days when Mass is scheduled and on other special days (advance notice will be given). The gym uniform is worn to school on gym day only.

### Uniform Guidelines

**Sweatshirts:** Only the maroon (burgundy) school logo sweatshirt is allowed. An exception is made for an approved sweatshirt which may be chosen by each year's Grade 8 class, to be worn by them as a special privilege. The maroon sweatshirt may be worn with the Fall/Spring and Winter uniforms and may be worn during the school day.

**Sweaters/vests:** Sweaters and vests are *optional*. However if you choose to buy a sweater or vest, you must do so through Lands' End. The color is maroon (burgundy) and there are a number of approved styles. These sweaters/vests may be worn during the school day.

**Fleece jackets:** Fleece jackets are *optional*. However, if you choose to buy a fleece jacket, it must have the school logo on it and it must be purchased through Lands' End. The color is maroon (burgundy) and there

are two approved styles. These jackets may be worn during the school day; no other coats or jackets may be worn in the school building during the day.

**Footwear:** Dress shoes must be black, brown, navy or maroon (burgundy). Socks worn with dress shoes must be black, brown, khaki, white or navy. Sneakers must be predominantly white. White socks must be plain crew or over the ankle length style and worn with sneakers. Students are not permitted to wear boots, shoes with carbon content black soles, or lug-type shoes or boots as they cause damage to the floors. Shoes may have heels no higher than 1". High-top sneakers and sneakers with lights or wheels in them are not allowed.

**Belts** should be black or brown and worn with any item that has belt loops.

**Hats** may not be worn in school.

Students are responsible for wearing their uniforms in an appropriate and modest manner. Short/skirt/skort hems should be **no higher than 3" above the knee.** Plain white or neutral undergarments must be worn under the uniform shirts (no lettering or graphics on T shirts). Bike shorts or a similar item are encouraged to be worn under the jumpers and skirts.

**Please note that shorts (khaki or gym) may not be worn with the winter uniform (Oct. 9 – April 15).**

### **Casual "Dress Down" Days**

The purchase of "dress down" passes at the Annual School Auction and their use during the school year is strictly voluntary. The money raised is used to offset the expenses of field trips, charitable contributions and/or assemblies. Casual dress must be appropriate for school. Plain, sports, or appropriate cartoon character T-shirts are allowed. **Oversized pants, ripped jeans, tank tops, spaghetti straps, biker shorts and "goth" clothing or accessories are not allowed. Leggings must only be worn with a long, tunic style shirt. Shorts may not be hemmed higher than 2" above the knees. Due to safety issues sandals and open-back shoes are not allowed.** Students in violation of the dress code may be denied future casual day privileges.

### **Use of Dress Down Passes**

Dress down passes must be given to your child's teacher in the morning on the day they are used. If a student dresses down without a dress down pass, he/she will be required to bring in the pass and wear the dress uniform on the following day.

### **Grooming**

All students must be neatly dressed, clean, and adhere to the school's dress code. Hair should be clean, combed and neatly kept. Boys' hair is to be cut and trimmed above the collar. Faddish and colored hairstyles for boys and girls are forbidden. Excessive and inappropriate jewelry is forbidden. Girls may wear stud earrings (one earring per ear lobe). Dangling earrings are forbidden for safety reasons. No make-up (cosmetics), lip gloss, artificial nails, nail tips or French manicures for girls. Clear or plain, pale pink nail polish is allowed. Hologram contact lenses are not allowed.

Boys are not allowed to wear earrings of any kind. No other body piercing is allowed. Tattoos, whether temporary or permanent, are also not allowed. Parents are to be sure that their children adhere to these grooming policies.

The principal reserves the right to decide if a student's grooming is not in accordance with school norms.

## SAINT PAUL SCHOOL UNIFORM DRESS CODE 2018-2019

Uniform	Kindergarten – Grade 2	Grade 3 – Grade 5	Grade 6 – Grade 8
<b>GIRLS</b>			
<b>Fall/Spring</b>	white polo shirt with logo (long or short sleeve) khaki shorts with belt or khaki skort white crew or over the ankle length socks white or gray sneakers	maize polo shirt with logo (long or short sleeve) khaki shorts with belt or khaki skort white crew or over the ankle length socks white or gray sneakers	maroon polo shirt with logo (long or short sleeve) khaki shorts belt or khaki skort white crew or over the ankle length socks white or gray sneakers
<b>Winter</b>	white polo shirt with logo (long or short sleeve) khaki pants with belt; or khaki skort white, navy, black, brown or khaki socks or tights brown, black, maroon or navy dress shoes	maize polo shirt with logo (long or short sleeve) khaki pants with belt; or khaki skort white, navy, black, brown or khaki socks or tights brown, black, maroon or navy dress shoes	maroon polo shirt with logo (long or short sleeve) khaki pants with belt; or khaki skort white, navy, black, brown or khaki socks brown, black, maroon or navy dress shoes (not boots)
<b>Dress</b>	SPS plaid jumper white Peter Pan collar knit blouse with ruffle collar (long or short sleeve) white or maroon socks (ankle or knee) or tights brown, black, maroon or navy dress shoes	SPS plaid skirt white dress blouse (long or short sleeve): with or without logo white or maroon socks (ankle or knee) or tights brown, black, maroon or navy dress shoes	SPS plaid skirt white dress blouse (long or short sleeve): with or without logo white or maroon socks (ankle or knee) or tights brown, black, maroon or navy dress shoes
<b>Gym</b>	gray shorts with white trim gray T shirt with logo white crew or over the ankle length socks white or gray sneakers	maroon sweat pants with logo ( <b>must be worn from October 9 – April 15</b> ) maroon sweatshirt with logo (may also be worn with the Fall/Spring and Winter uniforms)	
<b>BOYS</b>			
<b>Fall/Spring</b>	white polo shirt with logo (long or short sleeve) khaki shorts with belt white crew or over the ankle length socks white or gray sneakers	maize polo shirt with logo (long or short sleeve) khaki shorts with belt white crew or over the ankle length socks white or gray sneakers	maroon polo shirt with logo (long or short sleeve) khaki shorts with belt white crew or over the ankle length socks white or gray sneakers
<b>Winter</b>	white polo shirt with logo (long or short sleeve) khaki pants with belt white, navy, black, brown or khaki socks brown, black, maroon or navy dress shoes	maize polo shirt with logo (long or short sleeve) khaki pants with belt white, navy, black, brown or khaki socks brown, black, maroon or navy dress shoes	maroon polo shirt with logo (long or short sleeve) khaki pants with belt white, navy, black, brown or khaki socks brown, black, maroon or navy dress shoes
<b>Dress</b>	maroon tie white dress shirt (long or short sleeve): with or without logo khaki pants with belt white, navy, black, brown or khaki socks brown, black, maroon or navy dress shoes		maroon and gray stripe tie white dress shirt (long or short sleeve): with or without logo khaki pants with belt white, navy, black, brown or khaki socks brown, black, maroon or navy dress shoes
<b>Gym</b>	gray shorts with white trim gray T shirt with logo white crew or ankle length socks white or gray sneakers	maroon sweat pants with logo ( <b>must be worn from October 9 – April 15</b> ) maroon sweatshirt with logo (may also be worn with the Fall/Spring and Winter uniforms)	

## **EMERGENCY INFORMATION**

All students must have emergency information on file in the office by the first week of school by completing the emergency information cards distributed by the child's teacher. Parents are responsible for notifying the school of any changes that affect the school's ability to contact the parent or an emergency contact. Parents should also make these changes in the EduConnect database via the Parent Portal.

## **Release of Student/Parent Information**

The names and addresses of students and/or their parents/guardians shall not be released to salespersons, commercial organizations, or to any unauthorized person or agency. The names and addresses of sixth, seventh, and eighth grade students may be forwarded to Archdiocesan high schools serving that region for the purpose of student recruitment. Please notify the office if you do not wish your information to be released to the high schools.

## **FINANCIAL DISCLAIMER**

Please be aware that throughout the course of the year, additional expenses over and above tuition may occur. The majority of these expenses for field trips, special activities and projects will be assessed through a one-time activity fee in the fall. Small optional fees for dress-down days, cookies, etc. may occur during the year. HSA and other school fundraising will be separate and in addition to these expenses.

## **FINANCIAL RECORDS**

Every school shall preserve financial records in a safe place (fire resistant vault), in accordance with applicable law and Archdiocesan guidelines.

## **HANDBOOK AMENDMENTS**

The school administration retains the right to amend this handbook for a just cause. Parents will be given prompt notification if changes are made.

## **HOME & SCHOOL ASSOCIATION (HSA)**

### **Parent Service Requirements**

The Home and School Association (HSA) is an organization for the parents and legal guardians of each student of Saint Paul School. Automatic membership is given to the family upon registration of the student. It is the goal of the HSA to communicate regularly with parents about upcoming social events as well as to conduct fund-raising activities in support of the school. Since the HSA runs a variety of fund-raisers to help keep tuition costs down, it is important that all parents/guardians do their part to support the HSA and its fund-raising efforts. Each parent is required to enter into an agreement with the Home & School Association to raise monies, either through a direct buy-out of financial obligations or through various fund-raising activities. Funds raised by the Home and School Association go directly into the school's operating budget. We strongly encourage your participation in volunteering; in doing so, we come together as a family with a common goal.

Every family has **THREE (3) SEPARATE** obligations:

1. **FUNDRAISING** - \$200 per family
  - a. Direct Buy-out (submit \$200 to the school); or
  - b. Fund-Raising Opportunities – A percentage of each purchase is applied to your \$200 obligation.  
**Fundits Program- Purchase of Gift Cards**  
Grocery Stores, retail stores, gas stations, restaurants, hotels  
**Fundraising Sales**  
You may shop at one or more of our fundraising events throughout the year.

2. **COMMITTEE OBLIGATION**

Every family is required to work one (1) committee

**Examples of past committees and fund raisers:** Auction Committee, Halloween Party, Ice Cream Social, Pancake Breakfast, Youth Christmas Craft Fair, 8<sup>th</sup> Grade Graduation, Fundits Program, Golf Committee, Ice Cream Social, Lyman Pie Sale, Yankee Candle, Father-Daughter Dance, Mother-Son Game Night, Teacher Appreciation Committee, Field Day Committee.

**PLEASE NOTE:** If you volunteer to work a shift at the Berlin Fair (the Booster Club Nacho Booth), and/or you are a Tee Sponsor for the Golf Tournament in September, your committee obligation will be fulfilled.

3. **AUCTION OBLIGATION**

The purchase of two (2) auction tickets is required by all Saint Paul School families with children in preschool through grade 8. If the obligation is not met, the family will be charged, via Smart Tuition, the entire purchase price of two (2) auction tickets.

## **INTERNET/INTRANET /TECHONOLGY USE POLICIES**

Internet and Intranet access is provided to students to conduct research and communicate with others in relation to schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined below, the system administrators will deem what is inappropriate use, and their decisions will be final. The system administrators may deny, revoke or suspend specific user access at any time. Individual users are responsible for their use of the network. The Office of Catholic Schools guidelines are as follows:

- Student users, before accessing the Internet, must always obtain permission and follow instructions.
- Student users must always sign-in each time they use the network.
- Student users must be supervised when accessing the Internet.
- Student users will use computer resources for educational purposes to successfully participate in instructional activities.

### **SAINT PAUL SCHOOL ACCEPTABLE USE POLICY FOR COMPUTERS AND TECHNOLOGY**

All desktop and laptop computers and Chromebooks used in instruction are the property of Saint Paul School. The school administration and network support staff have invested tremendous human resources, time and energy in building and maintaining a safe and smooth functioning network environment for students

and staff at Saint Paul School. It is therefore important that every student and parent understand the expectations for Acceptable Use of computers, software, and related technology. Saint Paul School follows the Policies and Procedures of the Office of Catholic Schools of the Archdiocese of Hartford with regard to Acceptable Use and Internet Engagement (Policies 4.200, 4.201, 4.202, 4.203, 4.204, 4.205, and 5.510).

### SAINT PAUL SCHOOL POLICY

1. A student will maintain his/her own username and password for accessing the network and Google accounts. Passwords are not to be shared with other students for any reason. If a password is lost or forgotten, the student needs to report this situation to his/her teacher. Computer privileges will be restored when the network administrator or teacher is able to reset the password. It is very important for students to keep track of their passwords in a safe and secure location.
2. Students will not open a computer or program using another student's username and password. The username and password are for the individual's protection when using computers.
3. Passwords should not be shared with anyone other than the teacher.
4. A student is responsible for all content and history attached to his/her username on the network. There will be disciplinary consequences for inappropriate language, content, or other material found in student files.
5. Computer hardware and software are designed for the sole purpose of supporting teaching and learning. Students will not use the computers for game playing, social media or other entertainment not related directly to his/her work in the classroom.
6. While administrative rights are very restricted on student computers, a student is never to download unapproved content from the internet or install any unauthorized items or software on any school computers. Students will not install any software program brought from home, or download and install any programs from the internet.
7. Students must take extra care when using desktop and laptop computers and Chromebooks at Saint Paul School. Students are never to run near, roughhouse around, or throw any objects near the computers. Under no circumstances should a student experiment with connections or computer settings.
8. Students will not write on or otherwise deface or damage equipment. Stickers and pictures may not be put on Chromebooks. Any intentional damage caused to a computer or its component parts will be the sole responsibility of the student who damaged it, and his/her parents will make arrangements with the school to replace any broken computers resulting from such intentional damage. Disciplinary consequences including but not limited to detention and/or suspension may also result from such behavior.
9. Students in grades K-5 may be assigned a Chromebook from a classroom cart in the same manner in which they are assigned a textbook and will be expected to use that computer for only for class work. Students in grades 6-8 will be assigned a specific Chromebook tablet and will use no other

Chromebook. Chromebooks assigned to middle school students must be kept in hard plastic cases (available through Amazon or Staples).

10. Students are not permitted to use any program during a class period that is not indicated by teacher direction. Students will not access the Internet unless specifically instructed to do so by a teacher.
11. Random internet use, postings, Instant Messaging, accessing sites such as My Space, Facebook, AIM, Snapchat, etc. are forbidden. Web browsing must be within the context of a purposeful educational exercise. While Saint Paul School uses strong content filtering software, any student found on an inappropriate website will be subject to immediate disciplinary action, which may include detention and suspension of computer privileges. Anyone who uses an anonymous proxy server for personal use in school will also face serious disciplinary consequences and suspension of computer privileges.
12. Any communication including postings or blogs containing defamatory comments regarding the school, faculty, parish, or other members of the school community, or a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching will result in serious disciplinary action including suspension and possible expulsion.
13. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening or obscene material is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.
14. When using CD's, students should be cautious not to scratch or damage the discs. Students should also exercise care when using headphones, microphones, flash drives, printers, and other ancillary devices.
15. With the permission of a teacher and school administration, electronic devices including flash drives, thumb drives, notebooks, *Nooks* and *Kindles* may on occasion be brought to school for academic purposes. Use of these devices is subject to the same rules delineated in #1-12 above. The student and his/her parents accept full responsibility for all such devices brought from home. Saint Paul School will not be held responsible for any damage to, theft or loss of student devices brought from home.
16. The use of electronic devices during the Before Care and Aftercare programs will be subject to the same rules delineated in #1-12 above. Use of devices at these times will be at the sole discretion of the adult supervisors of the programs.
17. Overall safety and care of computers and Chromebooks at Saint Paul School is the primary responsibility of the students assigned to their use. To have access to technology in our school is a privilege, not a right, and it is earned each day. Any violation of the above rules may result in suspension of computer privileges and implementation of the regular disciplinary procedures of the school.

Users must not reveal personal information about themselves or others, including, but not limited to the following: their images, home addresses, telephone numbers, passwords, social security numbers, or credit card numbers. Any publication of personal information must be on the basis of a signed release waiver by the subject or in the case of a minor, the parent/guardian.

Users must not interfere with others' work or with the performance of the computers, neither hardware nor software. Prohibited actions include, but are not limited to the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to modify, harm, or destroy data of another user.

Users may not establish any official representation of the school (i.e., on an Internet/Intranet home page) without obtaining prior approval of the Principal.

Electronic mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail and it may be monitored at any time by designated staff to ensure appropriate use. Any electronic communication between school employees or between students or their family members must be available for review by the Principal. Use of school Internet/Intranet facilities is not private. Each user's use of the school's technology may be monitored or reviewed for appropriateness.

## **CHROMEBOOKS MIDDLE SCHOOL 1:1 INITIATIVE**

All Chromebooks are school property and their use and care fall under the school's Acceptable Use Policy for Computers and Technology. Parents and students will be required to sign both that Policy and the Chromebook Loan Agreement.

### **Use and Care of Chromebooks:**

Chromebooks should be kept clean and may not be decorated or defaced in any way. Students should avoid consuming any food or drink while using their Chromebooks.

Students are responsible for bringing their Chromebooks to class each day and for charging them fully at home every night.

Chromebooks must be kept in a temperature controlled area and should not be left outside or in cars.

Chromebooks should always be kept in a hard shell protective case and should be closed and put in a pouch with a shoulder strap whenever they are carried from room to room.

In the event of loss or theft of a student Chromebook, the parent will be responsible for the current replacement cost. Repairs to Chromebooks may be covered by insurance purchased through the school. In the event that a student brings a Chromebook for repair more than once in a school year, a processing fee of \$25.00 will be assessed.

All software/apps must be approved and installed by the faulty or network administrator of Saint Paul School. Inappropriate material may not be downloaded or used as a screensaver or background photo. Internet games and personal music are not permitted on the Chromebook.

All language used on the Chromebook must be school appropriate. Bullying and/or sexual harassment will result in serious disciplinary action including possible suspension/expulsion. Photographs of persons will only be permitted with teacher approval as part of assigned work. Supervision of the use of the Chromebook will be partnership between parents and the school. Parents are asked to report any violations of the above policy to the school administration.

**Parent and Student Signatures on the Handbook Receipt and the Acceptable Use Agreement found in the Appendix of this Student Handbook acknowledge that students and parents have read the Policy above and agree to its content. These forms must be signed and on file in the school office prior to student use of the computers and the Internet at school.**

## **PARENTAL SUPPORT OF SCHOOL ADMINISTRATION & FACULTY**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive; however, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for the grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

In enrolling your child in Saint Paul School, you agree to certain responsibilities. These include:

- an awareness of your child's spiritual, academic, and social growth;
- attendance at school related meetings, conferences, and functions;
- awareness of information in the Student/Parent Handbook;
- active participation in Home and School Association fund raising activities to meet budget requirements;
- partnership with the school in the education of your child;

As a school parent, you also agree:

- to read all communication from the school and request clarification when necessary;
- to promote Saint Paul School and speak well of it to others;
- to meet financial obligations in a timely manner;
- to appreciate that Catholic education is a privilege that many persons do not have;

**The administration reserves the right to ask parents to withdraw their child from Saint Paul School if the parents do not reinforce the rules written in the Student/Parent Handbook, or those set forth by the administration or classroom teachers.**

### **Respect for Teachers**

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in school implies a partnership between the school and the family. If the partnership breaks down, parents may be required to withdraw their child from school. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home, or within the home, will only teach disrespect for all authority. Evidence of mutual respect between parents and teachers will model positive, mature behavior and relationships.

## PAYMENT OF MONIES

Whenever a student brings cash or a check to school for payment of any kind, he/she must submit it in a sealed envelope clearly marked with the name and grade of student, amount enclosed and what the payment is for. Checks are generally the preferred method of payment. If payment is to be turned in to the school office, the student must hand it directly to office personnel or send it to the office via the homeroom envelope in the morning. If payment is to be turned in to the teacher, he/she must hand it directly to the teacher.

## SCHOLARSHIPS/FINANCIAL ASSISTANCE

A limited amount of funding is available for families who apply and qualify for financial assistance, and for students who qualify because of academic achievement. Ordinarily, information regarding scholarships and financial assistance is distributed to all school families at the beginning of the school year. Application should be made through SMART Tuition. Please contact the Diane Funk, our Business Manager for further information.

## STUDENT RECORDS

Our school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Saint Paul School will provide the non-custodial parent with access to the academic records and other school information regarding the child. If there is a court order to the contrary, it is the responsibility of the custodial parent to provide Saint Paul School with a copy of such statement. The documents in the student files include, but are not limited to academic transcripts, academic testing, and initial school application.

## TRANSPORTATION

Transportation of students who reside in Berlin, Kensington and East Berlin is provided by the Town of Berlin. The bus driver is solely responsible for transporting the students to and from school safely and cannot be expected to be a referee for misbehaving children. The bus driver's full attention must be on driving. *It is the parents' responsibility to instruct their children on proper behavior while riding the bus.* Offenders will be returned to the principal and face the possibility of losing the privilege of riding on the school bus. Determination of objectionable behavior will be at the discretion of the bus driver.

Students attending Saint Paul School who live in other towns are responsible for their own transportation to and from school. They are not permitted to ride the Berlin Public School buses. Occasionally, parents of Saint Paul students form car pools. The administration requests those parents to submit the names of the drivers and the students in the car pools to the school office at the beginning of each school year and during the year, particularly as car pools may be arranged for off-campus sports activities.

## TUITION

Paying tuition on time is a serious moral obligation for the parent/guardian. Our school operates from the income that must be received on time to pay for the operating budget. If, for any reason, you are unable to meet your financial obligations in a timely manner, you are expected to contact the business manager immediately. Since parents/guardians are offered a choice of tuition payment plans, the following is the school's policy regarding tuition payment:

- A \$300 *non-refundable* tuition deposit is due upon acceptance and is paid directly to the school office. This will be applied in full to the first payment that is due.
- **All families must register with Smart Tuition. Payments must be made directly to Smart Tuition according the payment plan and method chosen.**
- **Smart Tuition will apply a late fee if a scheduled payment is not received by the due date.**

- *Once tuition has been paid, it is non-refundable.*
- If a student leaves the school the administration will calculate the amount of remaining tuition that must be paid.
- Fees will be assessed for checks returned due to insufficient funds.
- The school administration may deny continued attendance at Saint Paul School if tuition becomes delinquent.
- Financial assistance is available to those families in need. Families that are experiencing financial difficulty are encouraged to apply for these funds.

**Catholic Non-Parishioners:** According to Archdiocesan policy, we will bill your pastor a subsidy fee of \$250 per student. **This subsidy is collected in addition to your tuition payment.** It is your responsibility to obtain a commitment (parish assessment) form from the school office, have it signed by your pastor, and return it to the school office. After receipt of the commitment form, you will be billed in the Catholic Non-Parishioner category. If your pastor does not agree to subsidize your child, you will be responsible for the \$250 fee, which will be added to your SMART tuition account.

**Saint Paul Parishioners:** School families meeting the criteria of a Saint Paul Parishioner will receive a Pastor's Credit of \$250 per K-8 student. **Criteria:** Regular attendance at Mass, and use of your assigned Church contribution envelopes or weekly online giving. If your annual church contribution does not reach or exceed \$250 (per family) by December 31, 2018 your tuition account will be billed an additional \$250.

## VACATIONS

Student success in school is dependent upon consistent attendance on every school day. The school administration and faculty strongly believe in light of this, absences for vacation reasons are to be avoided whenever possible. **Parents who decide to extend the end of a scheduled school vacation period or weekend, or who arrange to take trips and/or vacations during the time when Saint Paul School is in session, should note that such absences are *unexcused*. As such, the student will be responsible for any material missed and for any tests/exams that take place during such absences. Teachers may provide makeup work and tests for unexcused absences and assign credit for these assignments at their discretion.** Should a student's prolonged absence from school be unavoidable due to family emergency, parents should see the principal so that appropriate arrangements can be made on an excused basis.

## VISITORS

**Visitors to the school (including all parents) are required to use the main entrance on Alling Street and must report directly to the main office to sign-in. Visitors must sign-out as they leave the building. Under no circumstances are visitors allowed to proceed directly to any classroom.** Student items including lunches may not be brought to classrooms by parents. They will be given to students by school staff. Teachers and staff members have the right to question any unauthorized visitor's presence in the school building.

## VOLUNTEERS

Volunteers are very important in the life of the school. Volunteers cooperate with the principal in providing a positive educational climate for the student. Volunteers are directly accountable to the principal. Volunteers agree to abide by established policies and procedures of the Archdiocese.

Every volunteer serving in a position where he/she may have regular contact with children or young people must undergo a criminal background check and must also attend Safe Environments training (Virtus) prior to working with children. All coaches are subject to the same clearance requirements as other volunteers in the school.

Volunteers shall complete the approved Office of Catholic Schools application. The administration reserves the right to accept or decline any offer of volunteer service.

## CURRICULUM & INSTRUCTION

### ACADEMIC INTEGRITY

Pursuant to its commitment to academic excellence and Christian values, the Saint Paul School community strives to impart and to ensure academic honesty in all student work. True academic success, then, must be founded upon a self-disciplined and intellectual process rooted in sincere individual effort and quality performance. Consistent with this philosophy is the school's policy on academic honesty and plagiarism. Because the term plagiarism bespeaks academic dishonesty – whether it results from a student's ignorance, carelessness, dishonesty or deceit – plagiarism in any form will not be tolerated. Plagiarism in testing situations, on homework or in the use of secondary sources, will result in a failure for that assignment/test with no make-up opportunity. This offense will adversely affect a student's academic standing and may also result in serious disciplinary action. Plagiarism most often involves the written word. It involves the borrowing of ideas, opinions, examples, words, phrases, sentences, paragraphs, or even structure from another person, including professional writers and other students, without proper and formal acknowledgment.

Academic dishonesty includes but is not limited to:

- any form of cheating on quizzes, tests or examinations;
- copying another student's homework or submitting it as your own;
- knowingly allowing another student to copy and then submit your work as his/her own;
- unacknowledged borrowing or paraphrasing (restating another's ideas in your own words) from a secondary source, including any electronic source;
- submitting another student's work or paper as your own;

### BOOKS

Students are issued textbooks at the beginning of the school year. It is the responsibility of the student to keep his/her books covered at all times. Failure to do so will result in a detention. Books and other school issued materials are loaned to the students on a yearly basis. Students are financially responsible for any damage or loss that occurs. At the end of each academic year, students will be assessed monetarily for textbook damage.

### CURRICULUM

Saint Paul School provides a balanced curriculum based on the Curriculum Standards of the Archdiocese of Hartford, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world language, and service learning. Technology will be integrated into all curricular areas.

Teachers are viewed as facilitators of learning, demonstrating to students the importance of lifelong learning, how to learn in various disciplines, and how to solve problems through research and analysis.

Each aspect of the curriculum is seen in relation to the whole, each subject area in relation to all others. The faculty of Saint Paul School works to plan interdisciplinary projects to minimize compartmentalization and fragmentation. The faculty recognizes thinking skills needed to discover solutions – personal, social, moral – must include the facility to interrelate knowledge of oneself and others with facts and concepts from several different disciplines.

Saint Paul School offers a curriculum that is integrated with religious truths, with life, and with the teachings of the Catholic Church as outlined in the *Catechism of the Catholic Church*. The curriculum is designed to provide effective instruction and meaningful learning experiences, not only in human knowledge and skills, but also in Catholic truths and reason.

The curriculum at Saint Paul School develops students' awareness of our their citizenship in the world community and their responsibilities as Catholics, who believe that all people are children of one God.

### **Catholic Social Teaching**

Catholic social teaching shall be integrated into curriculum standards and all teachers shall help make students aware of their implications and application across the curriculum. It is essential that the Church's social teachings permeate discussions of practical human affairs (human rights, human dignity, justice, economics, distribution of goods and services, the environment, etc.). This demands awareness and creativity on the part of all teachers. Service learning opportunities shall be offered to all students and supported by the principles of Catholic social teaching.

### **Prayer and Religion**

The school day shall begin and end with prayer. Traditional prayers of the Church shall be taught. Informal prayer shall also be encouraged. Catholic students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance/Reconciliation and Holy Eucharist often after making their First Reconciliation and First Eucharist in Grade 3. Student retreats will be approved by the Principal shall be permitted as an integral part of the instructional program. Off-campus retreats will follow the guidelines for student field trips and written parental permission will be required.

### **Human Sexuality**

Education in human sexuality shall be offered in grades 5-8 and shall conform to the teachings and spirit of the Catholic Church. Parents will be made aware in advance of this instruction and will be provided with opt-out choices for films or discussions of a sensitive nature.

### **Lures Program**

Saint Paul School will implement the Lures Program, Protecting God's Children, annually in grades K-8, as mandated by the Archdiocese. Parents will be notified in advance of the instruction and will be offered an opt-out alternative.

### **EXTRA HELP**

Students should seek extra help from their teachers when it is needed, when work is not understood, or when the work is too difficult. It is the student's responsibility to seek extra help. If a student is absent from

school, the student is responsible for making arrangements with the teacher to bring him/her up-to-date with missing work or assignments.

A teacher may request that a student remain after school if he/she is struggling with school work. Arrangements will be made between the teacher and the parents ahead of time for this extra help.

## **FIELD TRIPS**

Field trips to various educational or cultural events are scheduled throughout the year. These trips are offered to enhance the student's educational program. **All students are expected to attend these trips since they occur during the school day.** All students must receive written parental permission to attend field trips. A copy of the standard permission form is included in this handbook. Students will be transported to and from their destination in a licensed public carrier or will walk to their destination. No private transportation can be used for liability reasons. Following Archdiocesan guidelines, no overnight field trips will be permitted.

Participation in a field trip is a privilege. A student may be denied participation if he/she fails to meet academic or behavioral requirements. If, for any reason, including failure to present the official school permission form, a student cannot participate in a field trip, the student is required to attend school and work on assigned lessons.

## **HOMEWORK**

Study at home is a necessary part of each student's educational program. It reinforces what is learned in the classroom setting. Each student is expected to spend time on school work at home, in addition to scheduled classroom instruction, to achieve satisfactory progress in school. When assignments are given they need to be diligently completed. All written homework is to be done neatly and properly. Recommended *daily* homework ~ Kindergarten: 10 to 15 minutes; Grades 1 to 3: 20 to 30 minutes; Grades 4 & 5: 45 to 60 minutes; Grades 6 - 8: 60 to 90 minutes.

There will be occasional homework on weekends for students in grades K-5 (incomplete or long range projects). Grades 6-8 may have weekend homework regularly.

## **HONOR ROLL - AWARDS**

Students who are in the Middle School program (grades 6-8) are eligible for the Honor Roll during each marking period. High Honors, Honors and Honorable Mention are the levels students may achieve. The following criteria will be used in determining the Honor Roll:

- *High Honors:* No grade lower than an A- in every major subject and no grade lower than an A- or S in all minor subjects
- *Honors:* No grade lower than a B- in each major subject and no grade lower than a B- or S in all minor subjects

Major subjects are defined as those that meet three (3), four (4) or five (5) times a week. Minor subjects are those that meet two (2) or fewer times a week.

Awards for academic excellence are given to eighth grade students at Class Night in the spring. The Middle School faculty will determine the criteria and recipients of those awards.

## **LIBRARY**

Library books are on loan to students. It is expected that these books will receive proper care and be returned in good condition. Students are expected to pay for any lost or damaged library materials to replace the items lost or damaged. A late fee for overdue books may be charged by the librarian.

## **MIDDLE SCHOOL EXAMS – STANDARDIZED TESTING**

Students in grades 6, 7 and 8 may be required to take summative exams in designated subjects at the midpoint and conclusion of the year. These exams will help the students in the middle school program to study comprehensively and will ultimately prepare them for such tests at the high school level.

Students in grades 1-5 will be tested regularly to assess progress in acquiring basic skills and to determine their level of understanding of the material being taught.

Students in grades 3-7 participate in the Archdiocesan standardized testing program each year in May. Testing includes the IOWA Complete Core and, for grades 5 and 7, the IOWA Cognitive Abilities Test. In March, students in grades 5 and 8 will also take the ACRE Test of religious studies.

## **PHYSICAL EDUCATION**

Physical education is an important aspect of our curriculum. Each student must participate to the best of his/her ability. It is strongly encouraged that every student visit the family physician for a complete physical at the start of each school year to determine any limitations of physical exercise. If exercise limitations are determined, a signed written statement by the physician should be presented to the school nurse that clearly sets forth such limitations. The school nurse will then inform the Physical Education instructor. A parent may also call the school nurse directly with this information. Annual physical examinations are required for participation in interscholastic sports programs.

## **PROMOTION & RETENTION – ACADEMIC PROBATION**

Students will normally progress annually from one grade level to the next. The process of determining whether students will be promoted is a continual one. Decisions regarding the promotion, retention or placement of students will be made on the basis of documented academic achievement. All teachers will evaluate their students' educational progress throughout the year. Progress, or lack thereof, is communicated to the parent through written reports, the parent portal of EduConnect, and parent/teacher conferences. Parents will be notified well in advance if retention is being considered. Any student who fails two (2) or more major subjects for the year will be placed on academic probation and may be recommended for retention. Ultimately, the principal along with the teacher(s) involved will make a decision based on documented academic achievement. The school retains the right to require summer school for a student who is failing or who needs remedial assistance in order for him/her to continue as a student at Saint Paul School.

Students who have not achieved sufficient mastery of curricula should not be promoted to the next grade, but rather should be assigned to repeat the current grade. When a student is promoted over the advice of staff, parents need to submit a request in writing which will include a statement that the promotion is contrary to the advice of the professional staff.

An eighth grade student failing a major subject for the year may not receive a diploma from Saint Paul School at the end of the school year. He/she may be required to attend summer school in order to be awarded a diploma.

## REPORT CARDS AND PROGRESS REPORTS

Saint Paul School and all elementary schools in the Archdiocese of Hartford issue report cards on a trimester basis. Our first and foremost objective in grade reporting is to accurately reflect growth and achievement for each student, providing the optimal window to measure quality instruction and assessment.

Report cards are issued three times during the school year for grades K-8. Report cards will be sent home in sealed envelopes via the students. Scheduled dates for issuance of report cards are noted on the school calendar. If you do not receive a report card by the issuance date, please contact the school office.

Parent-teacher conferences will be held twice a year midway through the first and second trimesters. This will allow students, parents and teachers to discuss progress toward individual learning goals and, if necessary, make changes or instructional decisions that affect learning outcomes, before the grading term has ended and grades are recorded.

After receiving a report card, it will be left to the discretion of the parent to contact the teacher for an additional appointment if a conference is desired. Teachers and parents may also request conferences at any other time to assure effective communication in the teacher-parent partnership should the need arise. Students in grades 1 - 3 are evaluated on their academic progress and social development using measurement codes provided by the Archdiocese. The evaluation key on the report card will be as follows:

### PRIMARY REPORT CARD MEASUREMENT CODES (GRADES 1-3)

5	Consistently exceeded grade level expectations for this term (95 – 100% of objectives mastered)
4	Consistently achieved developmentally appropriate skills and/or expectations for this term (87 – 94% of objectives mastered)
3	Approaching mastery of developmentally appropriate skills and/or expectations for this term (80 – 86% of objectives mastered)
2	Approaching proficiency toward developmentally appropriate skills and/or expectations for this term (70 – 70% of objectives mastered)
1	Difficulty meeting developmentally appropriate skills and/or expectations for this term.
I	Incomplete work for this term – level of mastery cannot yet be assessed. Student will be given the opportunity to make up/complete work.

Students in grades 4 - 8 will receive letter grades on report cards. The marking scale is as follows:

A+	98-100	C+	77-79	Δ	Special program
A	94-97	C	73-76	O	Outstanding
A-	90-93	C-	70-72	S	Satisfactory
B+	87-89	D	65-69	U	Unsatisfactory
B	83-86	F	below 65 (failing)		
B-	80-82				

### Progress Reports

Progress reports are a way of monitoring your child's academic and behavioral progress while at Saint Paul School. These reports will be sent home at mid-trimester to the parents of middle school students who are failing a subject or whose grades have dropped significantly. A teacher may send a progress report home at any other time, as well. It is important to realize that these reports indicate an area of need that should be

addressed by the parent and teacher working together with the student. **Parents are encouraged to check their child's grades often via the EduConnect Parent Portal.**

Parents are always welcome to schedule a visit with the teacher or the principal. Appointments may be arranged by calling the school office (see voice mail listing at the end of this handbook). Conferences with teachers will normally be scheduled at times before or after school hours. All parents will have an opportunity to meet with their child's teacher(s) during conference days in October and January.

## **SUMMER READING/MATH REQUIREMENTS**

We believe that reading and mathematics are fundamental skills for life. Therefore, we have instituted a list of summer reading and math activities for students in grades 1 - 8. Depending on grade level, a written report, project or test may be the culminating activity. Summer reading and math packets may be found on the school website. For students in grades 6-8, summer work in science may also be assigned.

## **SUPPLIES**

Specific school supplies are required and approved at each grade level. Lists of supplies for the following year are posted on the grade level pages of the school website.

# **DAILY ROUTINES & PROCEDURES**

## **ARRIVAL & DISMISSAL PROCEDURES**

All students in grades K-8 are asked to report to the gymnasium upon arrival at school, no earlier than 7:50 AM when supervision by teachers will begin. There is to be no running or playing, and students should not be on the stage or bleachers. No balls or play equipment are allowed in the gym at this time. Students will enter through the rear gym door and wait in the gym until the first bell rings at 8:10 AM. Students are to line up by grade level and will be escorted to class by their teachers after morning prayers and announcements. Once a student enters the building he/she may not leave the building until dismissed by his/her teacher. **During the school day, after 8:10 AM, the only doors that should be used for entry are the front doors on Alling Street. All visitors and tardy students must report to the school office upon arrival.**

Parents driving students to school are to use the Peck Street entrance to the school parking lot when arriving at school. Parking is also available across the street from the church in the Alling Street parking lot. Students must enter the building through the rear Gym Entrance. After dropping off students, drivers are to exit via Grove Street or Peck Street. There can be no waiting in the drop-off areas (see map below). If you wish to observe your child entering the building, please park in a legal parking spot and walk your child up to the door. Students dropped off after the 8:10 bell must enter via the front of the building (Alling Street) and must sign in at the office.

**Please note: Do not park or drop off students on Alling Street between the hours of 7:30 – 8:10 AM.**

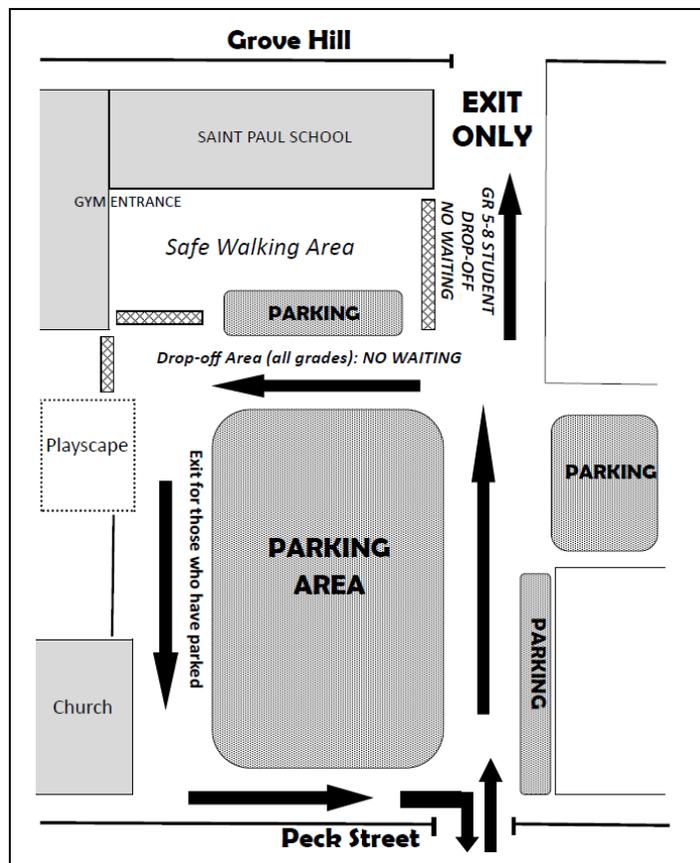
Dismissal on a normal school day is at 3:00 p.m. At dismissal, bus students will exit school via Alling Street. Non-bus students will be dismissed through the doors at the rear inside corner of the building adjacent to the parking lot (labeled "Gym Entrance"). They must wait within the barricades with their teachers until their parents/guardians walk from their parked cars to retrieve them. Cars may not park or wait in the driveways or parking lot travel lanes.

**Please note: Parents may not park on Alling Street from 2:30 – 3:30. This area is for bus access only.**

If there is a change in a student's regular dismissal routine, written notification must be sent to the teacher and forwarded to the office. Absolutely no student will be dismissed to the custody of anyone not listed on the student's emergency card or electronic database without written permission from a parent or guardian. Verbal notification will not be sufficient authorization.

If a parent/guardian is delayed in picking up a child, the school office must be notified as soon as possible. Teachers are not required to supervise children after school unless the students are members of clubs, activities or are receiving help after school. It may be necessary to place your child in the After School Care program until your arrival and you may be charged an After Care fee. Students will not be permitted to wait for parents in the school office. **Students may not return to school after dismissal unless supervised by a parent or guardian or unless prior arrangements for supervision have been made with the administration.**

## DROP-OFF MAP



## BIRTHDAY CELEBRATIONS

We encourage each student who is celebrating a birthday to share his/her celebration with the other students in class. Parents should ask the teacher's permission before sending in treats and should be made aware of any allergy restrictions. We encourage parents to send in healthy snacks in lieu of the usual cookies, brownies, and cupcakes. If the child cannot carry the treats in to school, the treats may be dropped off at the school office.

Parents are not to host or request special birthday celebrations within the school. Under no circumstances is school the proper setting for extravagant parties. These tend to disrupt the classroom atmosphere for learning and create difficulties for other school families.

Unless the entire class is invited to a classmate's party, students may not receive invitations in school.

## **EARLY DISMISSAL**

Several early dismissal days have been scheduled throughout the year and are noted on the school calendar. The students will be dismissed on these days at 12:30 PM. Lunch will not be served on early dismissal days. Students are encouraged to bring a larger nut-free snack on those days to sustain them until they arrive home.

When an *unscheduled* early dismissal occurs (due to inclement weather, for example) students will be dismissed at 12:30 PM. With regard to the After Care program on *unscheduled* early dismissal days, we encourage you to pick up your children at 12:30 PM or as early as possible thereafter; however, we will provide staffing and supervision only until 3:00 PM.

We will provide our regular lunch on weather-related early dismissal days for those who have pre-ordered lunch.

## **EARLY RELEASE**

A student must obtain permission from the teacher to be excused from the classroom for any reason. When a child becomes ill or injured at school, the parents will be notified ordinarily by the school nurse, and asked to pick up their child from the nurse's office. No child will be dismissed from the classroom or be allowed to wait for the parent outside.

Students will not be released from school until the principal or an authorized person at the school is reasonably satisfied that the student is being released at the request of the parent. *Students must be signed out in the office before leaving the school building.* Once the parent arrives at the school office and has signed the child out, the student will then be called to the office and released to the parent or other authorized person.

In the event that a student is released from the classroom to the school nurse, the nurse will notify the teacher that the child is returning to the classroom or call the parent(s) in the event of illness. The office will let the teacher know if a child is sent home.

## **Early Dismissal and Return for Medical and Other Appointments**

Leaving school prior to normal dismissal is strongly discouraged. Please try to arrange doctor and dentist appointments during non-school hours. Should the need arise for dismissal during school parents must notify the school in writing. All students dismissed early must be signed out by the parent, or person authorized on the emergency card on file in the office. Should a student return to school after an earlier dismissal for an appointment, he/she must be signed in by a parent or other authorized person.

**NO STUDENT WILL BE ALLOWED TO LEAVE SCHOOL WITHOUT PERMISSION. SAINT PAUL SCHOOL RESERVES THE RIGHT TO DENY DISMISSAL TO A STUDENT IF THE AUTHORIZED PERSON APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL OR OTHER SUBSTANCE.**

## **LOCKERS**

Each student is assigned a locker for the storage of books and personal belongings. A student must use only the locker that has been assigned to him/her. Since lockers are school property, students are expected to

keep them in good usable condition. Under no circumstances is a student permitted to enter or tamper with another student's locker. There is to be no decorating on the outside of the lockers. *The school is not responsible for any items taken from a locker. Students are expected to maintain the items in their lockers in an organized fashion.* Student lockers are unlocked. Locks may not be brought from home.

## **LOST AND FOUND**

Parents are requested to label all articles of clothing, backpacks, and other personal materials with the child's name. All lost and found articles may be recovered from the Lost & Found area. Unclaimed items will be discarded at the conclusion of each trimester.

## **OFFICE HOURS**

The school office hours are 7:50 AM – 4:00 PM, Monday through Friday, during the school year. Please conduct all business with the school between these hours. The office is not open when classes are not in session due to a holiday or inclement weather.

## **PLAYGROUND USE & SUPERVISION**

The area directly adjacent to the school building, which includes the parking lot, is reserved for the students of Saint Paul School for their recreation during gym class, recess, and after care times. While school is in session, the playground area is to be used solely for those enrolled in Pre-K through grade 8. Although the playground area may not be in use at various intervals during the school day, teachers need the freedom to use the playground with their students according to their schedules, weather permitting. Parents are prohibited from leaving their children unattended on school grounds outside of regular school hours.

### **Playscape Rules & Etiquette**

The playscape is available for the enjoyment of all Saint Paul students; please remember to share the equipment. The following safety rules must be obeyed by all children. Failure to do so will result in the loss of the privilege of using the playscape:

- The playscape must be used with adult supervision.
- Proper attire must be worn, especially with regard to footwear. Shoes with heels that may destroy the ground covering are not to be worn.
- No food or drinks are allowed in the playscape area.
- No other equipment is to be brought in to the playscape area.
- No pushing or "cutting" in line is permitted.
- No jumping off of or standing on the swings.
- No out-of-control swinging or swinging so high that the chains buckle.
- When waiting for a swing you must stand far enough away so as not to endanger yourself or impede the children using the swings.
- Allow a proper distance for those using the monkey bars.
- When using the slide you must be seated and slide feet-first.
- Use the climbing equipment in the manner that it was intended.
- No climbing on top of the equipment.
- No swinging on the gate; no climbing over the fence.
- The playscape is not to be used before the school day begins.
- After school dismisses for the day, students may, with parent supervision, use the playscape.

## **SCHOOL CLOSING/DELAYED OPENING**

Saint Paul School follows the decision of the Berlin Public School Superintendent when weather causes the cancellation of school, a delay in its opening, or an early closing. Please listen to local radio and television stations between 6:30 AM and 7:30 AM for any announcements regarding school during the threat of inclement weather. You will also receive notification by telephone message, text and email through our School Messenger system. Please do not call the school office or parish center to inquire about school cancellations or delays. Phone lines need to be available in order to determine our status.

**If a delay is announced, Saint Paul School will always have a TWO hour delay**

## **SCHOOL & PERSONAL PROPERTY**

Saint Paul School is the property of the Archdiocese of Hartford, and as such it is given to the parishioners of St. Paul Parish to be its stewards. It is of the utmost importance that all who attend this school or use the school building maintain it in good condition. Students are not permitted to mark school furniture, walls, ceilings, floors or equipment with pens, pencils, paint, crayons, markers, or any other instruments that may cause damage. In addition, it is the responsibility of each student to respect and protect school property at all times.

- If damage occurs and is unavoidable, the student is responsible for reporting it at once. There will be no punishment.
- If damage occurs accidentally, and it occurs because the student is doing something he/she should not be doing, then the student will be responsible for restitution.
- If damage is done deliberately, the student will pay for the damage and also receive disciplinary action in the form of a suspension for the first offense. The second offense may warrant expulsion.
- If school property and/or a teacher's belongings are stolen, restitution will be made and the student will receive disciplinary action in the form of a suspension for the first offense. The second offense will warrant an automatic expulsion.
- If property is defaced and the damage is beyond repair, the student will pay for the replacement of the item. If property is marred in any way, the student will pay for the services and products needed to correct the defacement, and he/she will receive a suspension.
- Parents will be informed of all disciplinary actions and any remuneration that is necessary.

In the case of personal property, students are responsible for the care of their own property. Since the following items may be disruptive or detract from the educational purpose of Saint Paul School, and since some of these items are found to be inappropriate for school use, students are forbidden to bring them to school:

- Cigarettes, cigars, pipes, matches, lighters
- Playing cards, toys, water pistols, other faddish games/toys
- Skateboards or skates

If cell phones, cameras, handheld computer games or iPods are brought to school they must remain in the student's locker/backpack during school hours. Cell phones must be turned off. Use of these devices during the Aftercare program will be at the discretion of the adult supervisor of the program.

## **TELEPHONE USE**

The school office phone is a business line and is therefore restricted for the sole use of school business. Personal calls by students may be made on the school line only with the permission of the office staff. Students should prearrange rides to and from school prior to coming to school. In the event of a cancellation of an activity, students will be able to make calls to arrange for transportation.

## **HEALTH & SAFETY**

### **ALLERGIES**

#### **ALL CLASSROOMS AT SAINT PAUL SCHOOL ARE NUT-FREE AT ALL TIMES.**

**Due to the significant number of students with allergies and food sensitivities, all snacks and treats brought to school by students for consumption in the classroom must be free of peanuts and tree nuts. Please also note on the Monday Memo, certain days when the gym is in use for a special event and so lunches will be eaten in the classrooms. On those days we ask that student lunches brought to school be nut free as well.**

Each school shall maintain records that indicate which students may have a serious allergic condition. Each school nurse, the Principal, any assistant administrators, and the teachers and coaches of each child with a serious allergic reaction shall be made aware of the child's serious allergic condition. Each year the school nurse will provide training to teachers and classroom paraprofessionals in the administration of Epipens and emergency procedures for students with serious allergic conditions.

### **ASBESTOS INSPECTION REPORT**

In compliance with AHERA regulations, we are required to inform all parents, teachers and employees associated with our school of the Asbestos Inspection Report and Management Plan. This report/plan is on file in the school office and is available for review by any parent or employee during school hours. Please make your request for reviewing this file to the principal.

### **CHILD ABUSE LAWS**

Under current law, Section 17a-101 of the Connecticut General Statutes requires certain individuals, called "mandated reporters" to contact civil authorities whenever such individuals have reasonable cause to suspect or believe that a child has been abused or neglected.

This required reporting is part of the public policy of the State of Connecticut which seeks:

- to protect children whose health and welfare may be adversely affected through injury and neglect;
- to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care;
- to provide a temporary or permanent nurturing and safe environment for children when necessary.

A mandated reporter, who in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of 18 has been abused or neglected, or has sustained non-accidental physical injury or injury which is at variance with the history given of such injury, or is placed at imminent risk of serious harm, must report.

Abuse is defined as: (a) any physical injury inflicted other than by accidental means, or (b) injuries at variance with the history given of them, or (c) a condition which is the result of maltreatment, such as, but not limited to malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Sexual abuse and exploitation are any incidents of sexual contact involving a child which are inflicted or allowed to be inflicted by the person responsible for the child's care.

Emotional abuse or maltreatment is the result of cruel or unconscionable acts and/or statements made, threatened to be made, or allowed to be made by the person responsible for the child's care and which have a direct effect on the child.

Neglect is the failure, whether intentional or not, of the person responsible for the child's care to provide and maintain adequate food, clothing, medical care, supervision, and/or education.

### **CRISIS PLAN/SAFE ENVIRONMENT (Archdiocesan Policies 5.611, 5.618, 3.219)**

**The School Crisis Plan is updated and approved annually by the Office of Education, Evangelization and Catechesis and the Berlin Police Department. A copy is provided to every staff member and is available in the school office.**

#### **Medical Emergencies**

School personnel will automatically call 911 if a student is determined to be in need of emergency medical attention or is in a life threatening situation.

#### **Safe Places**

In the event that a crisis requires evacuation of the building, students will be brought to the church basement or other location designated by Berlin emergency personnel. Information and instructions will be given to parents via the media or the School Messenger system.

#### **Fire Drills and Lockdown Drills**

Fire drills, held at regular intervals, are required by law and are an important safety precaution. A fire evacuation plan is posted in each room demonstrating where the exits are located. It is essential that when the first signal is given, everyone evacuates the building promptly and in an orderly fashion. Absolutely no running or talking is permitted during a fire drill.

As part of our Crisis Management Plan we are also required to conduct lockdown drills. Several drills will be held during the school year. The Crisis management Plan will be reviewed by the faculty each year.

## CUSTODY ARRANGEMENTS

Parents shall provide complete information regarding the custodial care of the student and applicable visitation rights for their children while they are at school or school functions. Upon request, the parent shall furnish to the principal a copy of any relevant court order in order to insure the safety and welfare of the student. The parents will notify the school/principal of any changes in the custodial care of the student and of the issuance of any court order restrictions prohibiting parental or third party contact with the child.

## HEALTH REMINDERS

- Make sure that your child eats well and gets plenty of rest.
- Please dress your child appropriately for the weather.
- Remind your child to wash his/her hands frequently, as this is how most viruses are passed.
- Please keep your child home if he/she has vomited during the night, has been running a fever, and/or is complaining of feeling sick in the morning before school.
- Keep your child home from school after an illness until he/she has been **fever-free without fever reducers (Tylenol, Advil, Motrin) for 24 hours**. Some children have been returning to school only to come to the health room complaining that they still do not feel well, but were given a fever-reducer and told to "give it a try." This not only affects the ill child, who still needs to be home recuperating, but it also exposes the other students and staff to the illness.
- Please call the school by 8:00 a.m. (**ext. 106**) to inform us if your child is sick and will not be in school. Please provide a specific reason, such as "sore throat" or "vomiting" instead of just "ill" so that communicable illnesses can be tracked and parents notified, if necessary.
- If your child is injured and needs to use crutches or a wheelchair in school, a doctor's note is necessary.
- If your child is unable to participate in physical education, a doctor's note is required indicating the length of time he/she is to be excused and the date when participation may resume.
- Make the school nurse aware of all student health concerns and allergies.

## MEDICATION

State law and regulations require physician/dentist/physician's assistant written order and parent/guardian authorization for administration of medications by the nurse or principal or in their absence, by the teacher.

Medication is to be brought to the nurse by the parent/responsible party. If the medication is liquid, it must be accompanied by a calibrated medication dispenser, which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist shall be administered during school hours. Medication shall be dispensed by the school nurse.

Students are not permitted to carry medications to/from or while at school unless authorized in writing by a physician through the school nurse. Student use of inhalers will be monitored by the school nurse and if necessary, athletic program personnel.

Each student's medication must be in its original container, clearly labeled with the following information:

Student name, Physician/dentist name, Date, Name of medication, Dosage,  
Directions for administration, Duration of administration

No medication which has expired shall be given. Medication shall be returned only to the parent/responsible party by the school nurse or designated person.

**All over-the-counter medications also need written orders by a physician and need to be brought to the health room in the original containers by the parent/guardian. Inhalers must be new and completely full when brought to the nurse's office. When there are 10 doses left of an inhaler or a one-week supply of any other type of medication, the parent or guardian will be notified. Please make every attempt to bring in medication that will not expire during the school year.**

## EXPECTATIONS FOR STUDENT BEHAVIOR

### CELL PHONES

If a parent needs to contact a student during school time, such communication shall be through the school office. During normal school hours, all cellular phones shall be turned off and put away in backpacks. A child found with a cellular phone that is turned on during school hours shall be subject to discipline. Students who do not comply with these policies shall have their phones taken away for the remainder of the current school week including the weekend. On the following Monday, the phone may be retrieved from the school office by a parent or guardian. Subsequent offenses will result in confiscation of the phone for the remainder of the current marking period or school year. The same policy and procedures will apply to other personal communication devices including I-Watches and tablets not provided or sanctioned by the school.

### CONDUCT/DISCIPLINE POLICY

Saint Paul School provides for an atmosphere whereby students will learn to conduct themselves as young Catholic Christian ladies and gentlemen. The Gospel message of loving God above all things and loving one's neighbor as well as self is the underlying principle in forming the foundation of good conduct and behavior. Students are expected to demonstrate this Gospel mandate in all that they do both on and off campus. Students will have due respect for both staff and fellow students.

Courtesy and good manners are the hallmark for demonstrating this love of God, neighbor and self. While at Saint Paul School our goal is that this fundamental value will become a priority in the student's life both on and off campus.

Students should always address teachers, staff and administration with respect. Likewise, they should be courteous and show good manners toward their fellow students in the school. Students are expected to be respectful and courteous at all times, especially while on school grounds, on school buses to and from school, during school related activities, and whenever representing Saint Paul School. Failure to do so may lead to a detention or suspension.

#### Off-Campus Conduct

Students may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school.

The administration of Saint Paul School reserves the right to discipline its students for off-campus behavior that is not in line with the behavioral expectations for its students during the course of the school day.

## **Smoking**

Saint Paul School is a smoke-free environment. Absolutely no smoking of any kind is permitted within the school building or on school grounds. This rule applies both to children and adults.

## **Gum Chewing & Candy**

Students are not to bring gum or candy to school. Please do not send gum or candy with your child's lunch. Gum chewing is absolutely forbidden in the school building and on school grounds at any time except under certain circumstances with the permission of the school administration.

The ideals of discipline within Catholic education are to enable students to move from externally imposed discipline to self-discipline to discipleship. Children must first learn appropriate behavior through someone or something outside of themselves. As soon as they sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which will lead them to look beyond themselves to Gospel valued living, as exemplified by Jesus Christ. It is the desire of the administration, faculty and staff to have each child learn how to become a responsible Catholic.

## **Social Networking**

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teachings.

## **Substance Abuse**

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. A "prohibited substance" is defined as:

1. any controlled substance or illegal or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. alcohol or any alcoholic beverage;
3. any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation;
4. any other intoxicant or mood-changing, mind-altering, or behavior altering drug; and
5. any prescription drug used in amounts or purposes not intended by the prescription.

The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy. Students who violate this policy shall be subject to disciplinary action, including expulsion.

## **Detention**

Detentions may be held Monday through Thursday from **3:00 PM to 4:00 PM** or during lunch/recess depending upon the infraction. A teacher will proctor this detention period. A student who has been issued

a detention will be expected to serve the detention on the following day from when it is issued. Students and parents are expected to arrange for transportation home following detention.

Ordinarily, detentions are given to those students with incomplete assignments, improper conduct, disregard for school policies, regulations, etc. Students should fully realize that any teacher, staff member or administrator has the authority to correct misconduct at any time. The following offenses **may** constitute a detention:

- Continual disruption of the class
- Dishonesty/lying
- Improper school uniform
- Unexcused tardiness
- Disrespect of teachers and staff
- Use of obscenities (spoken or gestures)
- Lunchroom conduct violations
- Unauthorized entry into the school building, classroom, teacher's desk or closet
- Gum chewing on school grounds
- Uncovered textbooks
- Violation of hands-off policy (elbowing, shoving, pushing, etc.)
- Other inappropriate behaviors

## **Suspension**

A student who is suspended from school will not be allowed to participate in any school related activities during the term of suspension. **Suspensions may be in-school or out of school suspension days.**

The number of days for a given suspension will be determined by the principal, and the parents will be notified of the action. The following infractions may result in a suspension:

- Fighting
- Truancy
- Forgery
- Defacing or destroying school property or the property of others
- Stealing ; removing anything from the teacher's desk or closet without explicit permission
- Smoking on school property or at a school sponsored event
- Skipping classes
- Leaving the school building without permission
- Improper use of Internet

**Parents of students who have received an in-school suspension may be required to pay a fee of \$65.00 per day to compensate a substitute teacher to ensure proper supervision.**

## **Expulsion**

Expulsion will be seen as a last resort to correct an extreme negative behavior pattern. A student may be expelled from school upon the third suspension. The following infractions will determine an automatic expulsion from school:

- The use, possession of, buying or selling, or being in the company of anyone using alcohol or drugs on school property or at a school sponsored event;
- Any conduct that could seriously endanger the health and safety of a student, another person, or the reputation of Saint Paul School **which includes but is not limited to** firearms, fire crackers or other explosives, knives or sharp instruments. The Berlin Police Department may be notified if such conduct occurs.
- The membership of any student in an organized gang.

## **Expulsion Appeals Process**

Parents/Guardians may appeal to the school Pastor a Principal's decision regarding expulsion of their son or daughter. After hearing the appeal, the Pastor of the school shall inform the Principal of his decision and, if necessary, assist in the development of an alternative plan of action. The Pastor shall make the final decision.

## **Harassment**

Saint Paul School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive learning environment.

Verbal harassment includes derogatory comments, jokes, or slurs; it also can include belligerent or threatening words spoken to another individual.

Physical harassment includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

Students involved in harassing behavior face detention, suspension, and/or expulsion.

## **BULLYING POLICY AND PROCEDURES**

Bullying or bullying type activity is prohibited in all Catholic schools in the Archdiocese (Policies 5.504, 5.510, 5.513.) It will not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and bullying type activities which do not directly involve the school, but which create a hostile environment at school, infringe on the rights of students at school, or substantially disrupt the education process, or the orderly operation of a school, or which are perpetrated by a student at a Catholic

school in the Archdiocese may result in disciplinary actions. These may include detentions, suspension or expulsion from school. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.

Any student who retaliates against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student; a physical act or gesture by one or more students repeatedly directed at another student, that: (i) causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

School employees who become aware of any act of bullying must report the incident to the school administrator for further investigation. They have one school day to submit oral reports, three school days to submit written ones. It is essential that reports are submitted as timely as possible to ensure immediate action and clear recollection of facts.

Students and parents who become aware of any act of bullying are asked to report such act to the school administrator or teacher. While not required, students and parents are encouraged to file written reports of such acts with a school administrator. Such reports may be made by email, in person or anonymously to the principal.

Upon learning about the bullying incident, the administrator shall thoroughly investigate the circumstances. Their investigation may include interviews with students, parents/guardians, and school staff, review of school records, and identification of family issues. When schools receive reports of bullying, they must investigate them promptly. Parents of the children involved must be notified of the school's response within 48 hours after the investigation is complete.

Schools will respond to bullying outside the school setting if it creates a hostile environment at school for the bullied student, infringes on the rights of the student at school, or substantially disrupts the student's education or the orderly operation of a school.

If it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents.

In order to protect the privacy rights of the students involved, school officials may report information to parents solely about their own child. Information about discipline, consequences, or services pertaining to any other child cannot be communicated.

Bullying incidents that demand suspension or expulsion shall be reported to the Deputy Superintendent at the Office of Education, Evangelization and Catechesis (OEEC).

## **Complaint Process**

### *Formal complaints*

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

### *Informal complaints*

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

### *Anonymous Complaints*

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s), administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

### *Staff responsibilities and intervention*

Teachers, administrators and other professional staff such as teacher's aides, the school nurse, and librarian who witness bullying, as defined above, shall promptly notify the principal of the events observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying".

### *Investigation of Complaint*

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the previous behavior of the students involved to see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

### *Consequences of Actions*

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying," as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

#### *Non-disciplinary interventions*

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

#### *Disciplinary interventions*

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our School/Parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the loss of recess, detention (grades 5 – 8), in-school suspension, suspension at home, and expulsion. An in school/out of school suspension given as a result of bullying shall be reported to the Deputy Superintendent. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff

support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

#### *Educational Measures*

The faculty of Saint Paul School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate. The Religion Program in grade K -8 will integrate issues about bullying behavior into the classes.

#### **Reporting Obligations**

##### *Report to the parent or guardian of the student involved in acts of bullying*

If after investigation, acts of bullying by a specific student are verified, the principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

##### *Reports to the victim and his/her parent or guardian*

If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

## **EXTRACURRICULAR ACTIVITIES**

#### **ACTIVITIES OFFERED**

School activities and sports programs of Saint Paul School:

Band • Basketball: Boys & Girls-JV & Varsity • Community Outreach • Cross Country  
Golf • LEGO Club • Middle School Dances • Middle School Youth Ministry  
Mock Trial • National Junior Honor Society • Recycling Club • Ski Club  
Soccer: JV & Varsity • Strings • Student Council

#### **PARTICIPATION REQUIREMENTS**

In order for a student to participate in any extracurricular activity, he/she must meet the following standards:

- To be eligible to compete in Saint Paul School sports programs, a student may not be failing more than one subject nor receive less than a 70% overall grade point average at the end of any progress reporting period or regular report card period. Ineligibility caused by failure or low grade point average lasts until the deficiency is removed as indicated by the progress report or regular report card.
- If a student has not met the above requirement when progress reports and report cards are distributed, the student will be suspended from all extracurricular activities until he/she is again eligible. If a student neglects assignments or tests consistently because of extracurricular activities,

he/she will not be permitted to participate in the activity until all work is made up. An exception to this rule might be made in the case of illness.

- A student must be in school in order to participate in an afternoon or evening activity that day.
- If, at any time during the school year, it is determined that a student is not best suited to represent Saint Paul School in any school sponsored activity because of frequent misbehavior or disciplinary actions, he/she will be suspended from extracurricular activities until he/she has been reinstated by the administration.
- At the end of each marking period, the official ineligible list will be provided to coaches by school administration and parents will be notified. Once posted a student may no longer participate in any extracurricular activities until he/she is once again eligible.

### **INSTRUMENTAL MUSIC LESSONS / VOICE, GUITAR AND UKULELE LESSONS**

Weekly instrumental music instruction is available to students in grades 4-8 through Future Musicians, Inc. (FMI) for a fee paid directly to FMI. Voice, guitar and ukulele lessons are also available privately, through Jennifer Jeknavorian. Students who participate in instrumental music lessons during the school day are responsible for making up any regular class work missed during the music lessons.

## Appendix I

### Saint Paul School Song

Lo, the doors are opening wider  
All who will might come  
Joining hearts and hands together  
Loyalty and love

Hail Saint Paul's, Our Alma Mater  
It's because of you  
We are proud to claim the title  
Saint Paul's Catholic School

Of our school we are now singing  
Forget you we will ne'er  
Saint Paul School we praise you loudly  
Now and forever

Hail Saint Paul's, Our Alma Mater  
It's because of you  
We are proud to claim the title  
Saint Paul's Catholic School

As we prepare to meet tomorrow  
With great help from you  
We will sing your praises loudly  
Always proud and true

Hail Saint Paul's, Our Alma Mater  
It's because of you  
We are proud to claim the title  
Saint Paul's Catholic School

### Saint Paul School Creed

We are special people with God-given talents  
We were put on this earth to spread God's Kingdom through action, commitment and service.  
We will always love God by being peaceful, forgiving and respectful people.  
We have responsibilities and rights – so do others.  
We will work hard. We will act justly.  
We will care for the poor and help the needy.  
We will obediently follow God's commandments.  
We will treat others as Jesus would have treated them.  
Today, we will challenge our minds and our hearts.  
We will give our very best.  
In God's eyes, we are somebody!

## Appendix II

### FACULTY & STAFF VOICEMAIL & EMAIL ADDRESSES

**School Phone: (860) 828-4343**

Voicemail Extensions			
Adams, Noreen	150	Oppel, Diane	141
Bradley/Thibdeau	147	Perzanowski, Bethany	145
Burns, Susan	143	Sullivan, Patricia	148
Carlson, Christine	144	Welch, Marykay	153
Coombs, Erin	139	Whitlock, Tammie	149
Esposito, Kelly	134		
Grant, John	140	<b>Aftercare</b>	151
Lavoie, Karen	141	<b>Business Manager</b>	105
Maggiore, Michael	142	<b>Cafeteria</b>	108
Niland, Rachel	146	<b>Library</b>	135
		<b>Nurse</b>	106
		<b>Office</b>	101

Email Addresses		
<b>Office</b>		<b>ourschool@stpaulkensington.org</b>
<b>Principal</b>		<b>principal@stpaulkensington.org</b>
Adams	Reading Support	n.adams@stpaulkensington.org
Bellini	Nurse	karenbellini@stpaulkensington.org
Bradley	Lang.Arts & 6 <sup>th</sup> homeroom	j.bradley@stpaulkensington.org
Burns	3	s.burns@stpaulkensington.org
Carlson	MS Math	c.carlson@stpaulkensington.org
Coombs	1	e.coombs@stpaulkensington.org
DiPinto	PK aide, Before Care	jeannadipinto@stpaulkensington.org
Esposito, J	Athletic Director: Basketball/Golf	ad@stpaulkensington.org
Esposito, K	Admissions	admissions@stpaulkensington.org
Grant	History/Geog. & 8 <sup>th</sup> homeroom	johngrant@stpaulkensington.org
Jeknavorian	MS Music	j.jeknavorian@stpaulkensington.org
Lavoie	Pre-K4 Teacher	k.lavoie@stpaulkensington.org
Maggiore	MS Science	m.maggiore@stpaulkensington.org
McGuire	Library	annaleemcguire@stpaulkensington.org
McPherson	Lunch Program Director	d.mcpherson@stpaulkensington.org
Niland	Kindergarten	rachelniland@stpaulkensington.org
Oppel	Pre-K Director	doppel@stpaulkensington.org
Perzanowski	2	bperzanowski@stpaulkensington.org
Pirog	Physical Education	michaelpirog@stpaulkensington.org
Scalora	Art Teacher/ Advancement	juliescalora@stpaulkensington.org
Sullivan	4	patsullivan@stpaulkensington.org
Thibdeau	MS Language Arts	h.thibdeau@stpaulkensington.org
Valuk	Music PK - 5	m.valuk@stpaulkensington.org
Welch	Pre-K3 Teacher	m.welch@stpaulkensington.org
Whitlock	5	t.whitlock@stpaulkensington.org

## Saint Paul School Faculty & Staff

Fr. Joseph Benicewicz, OFM Conv.	Pastor
Mrs. Fayne Molloy	Principal
Mrs. Diane Funk	Business Manager
Mrs. Kelly Esposito	Admissions
Mrs. Julie Scalora	Advancement & Development/Art Teacher
Mrs. Heidi Calderone	Administrative Assistant
Mrs. Idalmi Ramsey	Office Assistant
Mrs. Karen Bellini	Nurse
Mr. John Grant	History/Geography/Gr 8 homeroom
Mr. Michael Maggiore	Middle School Science
Mrs. Jennifer Bradley	Language Arts & Literature/Gr 6 homeroom
Miss Heather Thibdeau	Intermediate Social Studies & Language Arts
Miss Christine Carlson	Middle School Math/Algebra/Gr 7 homeroom
Mrs. Tammie Whitlock	Grade 5
Ms. Patricia Sullivan	Grade 4
Miss Susan Burns	Grade 3
Ms. Bethany Perzanowski	Grade 2
Miss Erin Coombs	Grade 1
Ms. Rachel Niland	Kindergarten
Mrs. Danielle Caravaca	Kindergarten Aide
Mrs. Diane Oppel	Head Pre-K4 Teacher
Mrs. Karen Lavoie	Pre-K4 Teacher
Ms. Marykay Welch	Pre-K3 Teacher
Mrs. Jeanna DiPinto	Pre-K Aide/Before Care Director
Mrs. Mary Greene	Pre-K Aide
Mrs. Mumtajkera Habib	Pre-K Aide
Mrs. Julie Soudier	Pre-K Aide
Mrs. Annalee McGuire	Library
Mrs. Noreen Adams	Reading Support
Mrs. Marcie Valuk	Music PK-5
Mrs. Jennifer Jeknavorian	Music 6-8
Mr. Michael Pirog	Physical Education/Health
Mrs. Donna McPherson	Lunch Program Director
Mrs. Lori Orzel	After Care Program Director/Kindergarten Aide

## School Board

**Chair:** Mary Kate Carroll

**Members:** Ellen Bertolami, Andrea Fiori-Brandl, Nancy DePalma, John Healey, Renata Kalinowski, Jennifer Newman, Richard Puskarz, Jack Spendolini, John Szeghy, Frank Tabaczynski

**Ex-Officio:** Fr. Joseph Benicewicz, Diane Funk, Fayne Molloy, Kelly Esposito, Julie Scalora, Jennifer Bradley

## Athletic Program

**Athletic Director:** Joseph Esposito (Basketball & Golf)

## Home & School Association (HSA) Executive Board

**President:** Elizabeth Kuselias

**Vice-President:** Renata Kalinowski

**Secretary:** Kelly Esposito

# Appendix III

## SAINT PAUL SCHOOL 2018-2019 CALENDAR

JULY 2018							Summer Camp M-F thru Aug 17 with the exception of: 04 NO CAMP - Independence Day
S	M	T	W	Th	F	S	
1	2	3	X	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

AUGUST 2018							23 Pre-K Parent Reception 6:30 27 Faculty Retreat 28 Staff Orientation 29 FIRST DAY OF SCHOOL-full day
S	M	T	W	Th	F	S	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

SEPTEMBER 2018							03 NO SCHOOL-Labor Day 05 Meet the Teachers /Band Meeting 14 NO SCHOOL-Berlin Fair
S	M	T	W	Th	F	S	
1							
2	X	4	5	6	7	8	
9	10	11	12	13	X	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

OCTOBER 2018							03 NO SCHOOL-Faculty Prof Dev 08 NO SCHOOL-Columbus Day 24 Early Dismissal 12:30 23-25 Parent/Teacher Conferences
S	M	T	W	Th	F	S	
1	2	X	4	5	6		
7	X	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

NOVEMBER 2018							07 Early Dismissal 12:30: Faculty Faith Formation 08 State of the School 21 Early Dismissal 12:30 No After Care 22-23 NO SCHOOL-Thanksgiving 30 End of Term 1
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

DECEMBER 2018							21 Early Dismissal 12:30 No After Care 24-31 Christmas Break (thru Jan 1)
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	X	X	X	X	X	29	
30	X	X					

JANUARY 2019							01 NO SCHOOL 21 NO SCHOOL - MLK holiday 23 Early Dismissal 12:30 23-24 Parent/Teacher Conferences
S	M	T	W	Th	F	S	
		X	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	X	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY 2019							15 NO SCHOOL-Faculty Prof Dev 18-19 NO SCHOOL-Presidents' Day Weekend
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	X	16	
17	X	X	20	21	22	23	
24	25	26	27	28			

MARCH 2019							08 End of Term 2 22 NO SCHOOL-Catholic Educators Faith Formation 30 23rd Annual Auction
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	X	23	
24	25	26	27	28	29	30	
31							

APRIL 2019							08-12 NO SCHOOL-Spring Break 19 NO SCHOOL-Good Friday 22 NO SCHOOL-Easter Monday
S	M	T	W	Th	F	S	
1	2	3	4	5	6		
7	X	X	X	X	X	13	
14	15	16	17	18	X	20	
21	X	23	24	25	26	27	
28	29	30					

MAY 2019							15 Early Dismissal 12:30: Faculty Faith Formation 27 NO SCHOOL-Memorial Day	
S	M	T	W	Th	F	S		
				1	2	3	4	
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	X	28	29	30	31			

JUNE 2019							TBD 8 <sup>th</sup> Grade Graduation 12-14 Early Dismissal 12:30 12 End of Term 3 13 Kindergarten Graduation 9 a.m 14 Last Day of School (tentative) No After Care
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

### 4.200 EDUCATIONAL TECHNOLOGY

#### 4.201 TECHNOLOGY

Each school shall include technology in its long-range strategic plan that provides for the integration of technology into the curriculum, and for the purchase and maintenance of equipment. The plan must also provide for the depreciation and replacement costs of all equipment.

The school must provide a network that shall allow for the availability of the Internet within the classroom.

Each school shall educate students in the proper use of the Internet and shall provide appropriate supervision and monitoring of student use.

#### 4.202 ACCEPTABLE USE OF TECHNOLOGY

Use of all available technologies such as the Internet/Intranet by students, faculty, and all school personnel must be in support of education and research consistent with the educational goals and objectives of the school, or other appropriate school use. Users must not reveal personal information about themselves or others, including, but not limited to the following: their images, home addresses, telephone numbers, passwords, social security numbers, or credit card numbers. Any publication of personal information must be on the basis of a signed release waiver by the subject or in the case of a minor, the parent/guardian.

Users shall comply with all state, federal, and local laws, including copyright laws and laws prohibiting harassment via computer, technological devices, and practices.

Users must not interfere with others' work or with the performance of the computers, neither hardware nor software. Prohibited actions include, but are not limited to the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to modify, harm, or destroy data of another user.

Users may not establish any official representation of the school (i.e., on an Internet/Intranet home page) without obtaining prior approval of the Principal. Each user shall abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to the following:

- Not writing or sending abusive messages or those which contain vulgarities, violence, or threats.
- Not sending chain letters or participating in pyramid schemes.
- Not bulk posting to individuals or groups to overload the system; i.e., "spamming" is prohibited.
- Not using intrusive devices or programs, such as keystroke loggers, spyware, hacking facilities, or any means of identity theft.

Electronic mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail and it may be monitored at any time by designated staff to ensure appropriate use. Any electronic communication between school employees or between students or their family members must be copied for available review by the Principal.

Each school must obtain the written permission of a student's parent/guardian before the student may access the Internet/Intranet relating to its acceptable use. The school shall use the required forms developed by the

Office of Catholic Schools regarding the acceptable use of technology. These forms are to be signed and kept on file in the school's office for three years.

Use of school Internet/Intranet facilities is not private. Each user's use of the school's technology may be monitored or reviewed for appropriateness.

#### **4.203 ELECTRONIC INFORMATION RESOURCES**

The school's connection to the Internet/Intranet shall provide access to local, national, and international sources of information and collaboration opportunities that are vital to intellectual inquiries in our classrooms and media centers.

On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Office of Catholic Schools nor of the use of such information by students and staff.

Electronic information resources, such as local area computer networks, CD-ROMs, software programs, and the Internet/Intranet, shall be used in the schools to educate and to inform.

It is the responsibility of students, parents, and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the school is undertaken for educational and research purposes only and is not abused.

#### **4.204 RESTRICTED ACCESS TO TECHNOLOGY**

The school shall take steps, such as using filtering programs, access controls, and active supervision by staff, to monitor and/or restrict access to the electronic information resources.

Active supervision by staff means monitoring students when they are using the electronic resources.

#### **4.205 RIGHTS OF ACCESS AND REVIEW**

All material, including electronic mail, which is electronically stored on a school's computers, is the property of the respective school.

The Principal/Chief Administrator and the Superintendent and his/her designee retain the right to access, review, edit, and delete all user files and any material stored on any system.

Staff shall always be notified of deletions.

Each school reserves the right to monitor the use of any school electronic or technological equipment. Users of any school electronic or technological equipment have no expectation of privacy in the use of any school electronic or technology equipment. School computers, e-mail, voicemail, the Internet, etc., may be monitored for appropriate use, and anyone found using such equipment inappropriately may be subject to discipline, including expulsion or termination.

Any employee who installs any password protection must register that password with the appropriate school administrator.

Each school shall ensure that any software installed by it is being used legally, according to that software's license. Any individual who wishes to install a particular piece of software on a school computer may do so only with permission of the school Principal, and must represent that the installation is in conformance with any software license and appropriate use, and shall not harm the school's computer system. The appropriate school official may remove unauthorized software.

#### **4.125 SCHOOL-SPONSORED ACTIVITIES AND FIELD TRIPS**

The Principal is responsible for the coordination of all activities of the school, including student activities outside the school building or school day. If delegated, it should be clearly stated to whom the responsibility for the event is delegated.

The Principal is responsible for establishing clearly defined procedures to be used by student organizations for management of their funds. All funds must be deposited in the school account.

The Principal must approve any school-sponsored social activity. These activities must have a clear purpose, be carefully planned, and be well-supervised by staff. For such activities, all the areas of responsibility should be clearly defined.

All field trips must have the enrichment of the curriculum as their core purpose and must be carefully planned as an extension of the classroom experience.

The following procedures must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old;
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company;
- Students must wear seatbelts at all times; and

The Principal must ensure that adequate insurance coverage is in place for all school-sponsored activities and field trips. The insurance carrier should be consulted regarding requirements for coverage.

Permission slips should be retained for one year after the trip. If a charter bus is used for transportation, Principals must keep a copy of the signed contract on file in the school office.

Verbal permission to travel on a field trip is not permitted.

Permission must be written on the field trip permission form required and approved by the Archdiocese.

A completed permission slip received by fax is acceptable.

The Principal always reserves the right to exclude a student from participation in a field trip.

Children not enrolled in the school may not accompany the class field trip.

Preparation for the field trip shall include: a description of the place; an explanation of its relationship to current curriculum topics; a specification of what is to be learned; an explanation of any homework or follow-up assignments.

The field trip must be adequately supervised. Parents may assist in the supervision.

No student shall be permitted to go on a field trip unless his/her parent/guardian has given written permission, submitted on the official form. Written notes that do not contain the exact language of the form shall not be accepted.

Parents shall be informed of the date, purpose, destination, means of transportation, and probable time of return.

Principals must check with Catholic Mutual Group, the Archdiocesan insurance office, to see whether additional coverage is required.

School-sponsored overnight trips shall not be permitted in elementary/middle schools.

No student shall be denied a trip because of parental inability to pay.

No employee shall participate in any trip, including an overnight trip, where the majority of the participants are students from the employee's school, without obtaining the permission of the Principal. This prohibition applies even if the trip is not a school-sponsored trip.

School employees shall not drive students on school-sponsored activities and field trips.

### **6.112 SCHOOL WEBSITE**

Schools shall maintain a website that promotes the school, provides information to prospective parents and the wider community, and acts as a communication tool between the school and home.

Schools shall have written authorization from the parent/guardian before posting photos and videos on the school's or any Archdiocesan website.

If advertising is used for a site, a disclaimer must be included on the site indicating that the school does not endorse any advertiser on the website.

Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

Release forms authorizing publication of photos and videos shall be developed by the Office of Catholic Schools.

Schools which change their websites or create new sites should communicate to all of their constituents what changes are occurring.

The Principal/Chief Administrator or his/her appointed designate, is ultimately responsible for the content and the approval of content for the website. Similarly, Principals/Chief Administrators are responsible for the decision whether or not to allow advertising on their school site.



## Appendix V

### Website and Other Publications Permission Guidelines

Dear Parent or Guardian,

Saint Paul School hosts a website at [ourschool.stpaulkensington.org](http://ourschool.stpaulkensington.org). Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

*Personal information will not be published.*

*Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.*

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

#### **Publishing Photos/Schoolwork Permission**

*Please check ONE option below*

##### **OPTION 1**

I **grant** Saint Paul School permission to use photo images of my son/daughter and/or samples of his/her work such as poems, stories, artwork, etc. on Saint Paul School's website, or in other print or electronic media.

**Or:**

##### **OPTION 2**

Please check one choice below to indicate which permission you grant.

Saint Paul School has permission to post samples of my son/daughter's schoolwork on the school website or in other print or electronic media.

Saint Paul School has permission to post photo images of my son/daughter on the school website or in other print or electronic media.

**Or:**

##### **OPTION 3**

I **do not grant** Saint Paul School permission to use photo images of my son/daughter or samples of his/her work such as a poem, story, artwork, etc. on Saint Paul School's website, or in other print or electronic media.

Print Name of Student \_\_\_\_\_

Print Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** This agreement will be in effect for one calendar year as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.

## Acceptable Use Agreement for Computers and Technology

As a student at Saint Paul School, I, \_\_\_\_\_, have read and understand the Acceptable Use Policy for Computers and Technology beginning on page 15 of this Handbook. I agree to comply with all of the requirements of that policy and understand the consequences of any infractions or violations.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and requirements of the Acceptable Use Policy for Computers and Technology at Saint Paul School. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless Saint Paul School and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

*(Please print)*

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

# Saint Paul School Student/Parent Handbook Agreement

## Parents/Guardians Signature Page

I have read the 2018-2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated. Parents/Guardians and student(s) in family attending Saint Paul School please sign below:

Family Name \_\_\_\_\_ (Print Please)

\_\_\_\_\_  
*Parent signature* Date

\_\_\_\_\_  
*Parent signature* Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Student signature Date

### **RIGHT TO AMEND**

*Saint Paul School reserves the right to amend this Handbook. Notice of amendments will be sent to parents/guardians via letter or through e-mail communication.*

Please complete the forms listed below and return forms to the homeroom teacher within the first two weeks of school:

- Website & Other Publications Permission Guidelines (p.53)
- Acceptable Use Agreement for Computers & Technology (p.54)
- Saint Paul School Student/Parent Handbook Agreement (p.55)