

# *Mission Statement*



Saint Paul School is a diverse community committed to challenging all students academically, morally and spiritually. Our faith-filled environment nurtures leaders with Christ-like values of respect, cooperation and service.

# **Philosophy of Saint Paul School**

The faculty and administration of Saint Paul School believe in the unity of the person and his or her God given dignity. Therefore, we believe that our students have the right to an education that fosters the integration of the intellectual, emotional, physical, cultural, social and spiritual aspects of life.

Our students should have to the extent possible the best that contemporary education has to offer. Rooted in the Judeo-Christian tradition of the West and always open toward the future. We are guided by a Christian vision of reality which sees all human values as fulfilled and unified in Christ.

Formation in secular subjects and Christian doctrine must take place in a community atmosphere of love where our students can grow in self esteem and be challenged to achieve their highest potential. This community must include the parents of the students as primary, therefore irreplaceable educators of their children. The community must in addition form our students in openness to the greater community of human society, through which they are called to live the Christian vocation and personal sanctification and social reform in the light of Christian values.

Uniting in a community context, intellectual challenge, physical development, Christian doctrine and service, we hope that our students will receive the most complete and integral formation available. This formation neglects nothing of the body, mind and spirit and leads toward a society informed by Christian values. Since it's founding in 1922, under the direction of the Sisters Servants of the Immaculate Heart of Mary, Saint Paul School has maintained a proud tradition of excellence in Catholic education. The administration, faculty and staff are committed "To Teach as Jesus Did."

## **Ideals of Saint Paul School**

1. To integrate various aspects of education in the light of Christian faith.
2. To offer students to best of contemporary education by providing opportunities and encouraging faculty to pursue further education.
3. To preserve the atmosphere of Catholicity and mutual respect.
4. To address the unique needs of students so that each may achieve his/her highest potential.
5. To encourage and assist parents in their role as primary educators.
6. To utilize community resources for the benefit of our students.
7. To raise the consciences of students in regard to the needs of human society and social justice.
8. To develop commitment to basic Christian vocation of personal sanctification and renewal of society.

# Rationale for Catholic Schools

The Roman Catholic Diocese of Providence operates its schools from a conviction that schools are the “privileged means of promoting the formation of the whole person, since the school is the center in which a specific concept of the world of humanity and history is developed and conveyed.”<sup>1</sup>

Mindful of the fact that the human person has been redeemed by Christ the Catholic schools aim at “forming in the Christian those particular virtues which will enable him/her to live a new life in Christ and help the student to play faithfully his/her part in building the Kingdom of God.”<sup>2</sup>

## **The Goals of Catholic Schools in the Diocese of Providence are:**

1. To give instruction in Christianity according to the teachings of the Roman Catholic religion.
2. To develop in each school a Christian community of students, teachers, parents and clergy.
3. To provide education in accord with and in satisfaction of compulsory school requirements of the state of Rhode Island.
4. To offer an education where enough freedom and creative opportunity exist for a student to discover and develop all his/her capabilities.
5. To teach each subject in the curriculum for its own intrinsic value, using pedagogical methods in keeping with the nature of the discipline being taught.
6. To dispose a student to continue the life-long process of education in a world of accelerating change.
7. To generate in the student the spirit of ecumenism with members of other Christian groups, as well as non-Christian groups.
8. To admit into the schools of the Diocese of Providence students of any race, color, nationality and ethnic origin and to accord all students the same rights, privileges, programs and activities.

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<sup>1</sup> The Catholic School #8

<sup>2</sup> Ibid #36

## **Rights and Duties of Parents of Private School Students**

The legal status existing between parent of the minor student and the private school is one of contract. The contract may be either verbal or written or a combination of both. The most common form of written contract in the private school realm is contained in a handbook (written express contract) or in the policy and procedure of the operation of the school (verbal implied contract). The rights and duties of students are the focus of legal attention, but the rights and duties of parents cannot be ignored.

### **Parental Rights Exercised on Behalf of Their Children**

- The right to a school atmosphere free from disruption and conducive to the educational process.
- The right to be informed about educational programs available.
- The right to competent teachers and school staff.
- The right to be informed of a child's progress or lack of it.
- The right to examine their child's records.
- The right to be informed of the rules and regulations.
- The right to request that their child be excused from school to keep medical and dental appointments.
- The right to discuss the grading system with teachers.
- The right to have their child receive an appropriate quality education.
- The right to have school administrators fairly and consistently enforce reasonable rules and regulations.
- The right to confidentiality of school records.
- The right to have their children attend a safe physical school plant.
- The right to be told the reason for suspension or expulsion of their child.

### **Parental Duties to be Fulfilled Toward the School**

- The duty to see that their child attends school regularly and on time. (8:15AM)
- The duty to emphasize discipline and responsibility.
- The duty to supervise the completion of homework.
- The duty to notify appropriate school administrators prior to 9AM of a child's absence.
- The duty to attend parent-teacher conferences.
- The duty to respond to school inquiries.
- The duty to pay designated tuition on time.

## **Admission Policy**

According to Rhode Island law a child entering Kindergarten must be five years of age by September 1<sup>st</sup>. A child entering First Grade must be six years of age by September 1<sup>st</sup>. Students entering second grade through the eighth grade must have successfully completed the previous grade and must present transfer cards, immunization records, academic records, proof of legal guardianship where applicable, standardized testing results where applicable and completed registration form. All school fees must be paid to date prior to the child's admission to class.

Re-registration forms will be given to all students in grades Pre-School to Seventh in January. Forms must be returned by the third week of January. During the last week of January (Catholic Schools Week) new registrations will be accepted for the upcoming school year.

### **Transfer Students**

Transfer students must submit an application and be interviewed prior to being accepted for grades 1 – 8. The most recent report card is also required.

**Registrations and re-registrations must be accompanied by a \$150.00 non-refundable fee. Preschool registration is \$200.00.**

## **Financial Policy**

The tuition for the school is determined by the School Board. It is based on a budget that includes a subsidy from Saint Paul Church and fundraising throughout the school year. It is our intent to keep Catholic education affordable without sacrificing academic excellence.

**Tuition and Fundraising commitments must be up-to-date for a student to take exams.**

## **Saint Paul Home and School Association (HSA)**

All Saint Paul School parents are asked to join the Home and School Association (HSA). The HSA sponsors many activities throughout the year and provides opportunities for parents to meet their children's friends and families. Active involvement and participation enhances the community atmosphere of the school. The students are the beneficiaries of the efforts of the Home and School Association.

### **Parent Volunteers**

The assistance of parents is vital and welcome. Parents who have time (one hour, one day a week or more) are encouraged to volunteer. All volunteers must comply with Safe Environment program mandated by the Diocese.

### **School Board**

The Saint Paul School Board is an advisory group promoting the general welfare of the school in accordance with the philosophy of the school and guidelines issued by the Superintendent of Schools for the Diocese of Providence. The Board reviews and evaluates the programs of the school and prepares reviews and monitors the school budget. The Board determines policy relating to the planning, operating and maintenance of the facilities and equipment of the school. The School Board is advisory to the Pastor and the Principal.

### **Principal's Right to Amend the Handbook**

The Principal reserves the right to amend the handbook for just cause as deemed necessary. Parents will be given notification if changes are made.

## School Regulations

School Hours: Children are admitted to the building at the 8:15 a.m. bell. When the weather is inclement, students will await the 8:15 bell in the auditorium. Parents are asked to refrain from conversing with teachers after the 8:15 bell. There is supervision in the school yard beginning at 8:00 a.m. **There is no supervision before that time.** A crossing guard and one teacher assume duties at 8:00 a.m., before that time the school assumes no responsibility for the safety or conduct of the children. Pre-School and Pre-K children are admitted to the building at 8:00 a.m. and should be escorted directly to the classroom.

Grades 1-8 are dismissed at 2:30 p.m. Pre-School children may be dismissed at 2:15 directly to parents/guardians (however day care goes to 5 PM). Pre-K children are dismissed directly to the parent/guardian at 2:15 p.m. Kindergarten children are dismissed at 2:15 p.m. The crossing guard leaves the area at 2:45 p.m. **Children must leave the grounds by 2:45** unless they are remaining after school for detention, extra help with academic subjects or after-school activities. We urge parents to pick up their children immediately at the close of the school day. For the well being of your child, please be on time. Parents will be notified in advance if a child is to remain after school. Arrangements should be made by parents to meet the child or to know that some safe transportation will be provided.

Crossing guards are provided by the City of Cranston for the safety of the children before and after school. The crossing guard has complete authority over the children at this time and she must be strictly obeyed concerning the time and place to cross the street. **Cars should not be double parked on Broad Street while parents are waiting for children nor should they be parked directly in front of the school between parking signs. Parents should not drive cars into the school yard/rectory area to meet their children.** There is a crossing guard in front of the school and there is one at the intersection of Broad Street and Norwood Avenue. Children who walk to the north and west of the school must walk to this corner to be crossed by the guard; they may not walk through the school yard or in the back of the church at dismissal.

School Buses are provided by the cities of Cranston and Providence for students who live the appropriate distances from the school. The schedules of times and stops are provided by the cities. Bus students must adhere to the rules of the bus driver. Students will be dropped off at the designated stop only. **If a student is not taking the bus home on a particular day, a written note must be sent to the office on that morning. Without a written note, the child will be placed on the bus.**

Lunch Periods provide ample time for eating and for recess. Cans of soda or other carbonated beverages should not be carried in the lunches. No glass bottles are allowed. Student names should appear on the bags or lunch boxes. The school participates in the federally subsidized milk program. Applications are submitted to the office and a confidential list is kept. Milk is sold for a nominal cost.

## Emergency Dismissals and Cancellations

“Be it a snow storm, boiler malfunctioning in school building or early dismissal for an impending snow/freezing rain storm during the day, Mr. Corry/Fr. Forcier will determine if or when school will be cancelled-NOT THE CRANSTON SCHOOL DEPARTMENT.”

Any Emergency Dismissals or School Cancellations at St. Paul School will be posted on our website, [www.saintpaulschoolcranston.org](http://www.saintpaulschoolcranston.org) as well as being posted on morning news programs as early as 6AM (we belong to the Rhode Island Broadcast System) . If a storm occurs during the school day, parents should check our website and their emails (Mrs. Pompetti will promptly post it) and listen to radio and TV announcements for emergency dismissal information.

### Fire Drills

In accordance with the General Education Laws of the State of Rhode Island, rapid dismissal drills are held 15 times during the year. Eight are conducted during the months of September, October, and November and seven during the months of December to June. **Two of the remaining seven drills must be lockdowns and two of the remaining five drills must be evacuations.** No advance of these drills is given. Children are expected to walk quickly and in silence to their appointed places of assembly away from the building.

### Health Concerns

#### Health Records

The school nurse from the Cranston School Department maintains an individual health record for each child. You are urged to inform the school nurse about all medical facts which should become part of the health record. This is especially important if your child has any type of allergy.

#### Contagious Diseases

All diagnosed contagious diseases should be reported, as soon as known, to the school office. (See guidelines on next page)

#### Dental Screenings

Children, who do not return dental cards from their own dentist, are examined by the dentist from the Cranston School Department. Dental exams are done annually in all grades.

#### Medical Screenings

Children who do not return medical forms from their physicians are screened by the physician from the Cranston School Department. Medical screenings are conducted in Grades One and Four and for all new students.

#### Hearing Screenings

Hearing screenings are conducted in the primary grades (K, 1, 2, and 3) and for all new students. Students with a history of hearing problems are re-screened.

#### Vision

A vision screening is given by the Cranston school nurse in all grades on an annual basis. All students entering Kindergarten must be screened before the start of the school year.

**Cranston Public School Rules**  
**For Communicable Diseases**  
**(Parents Please Retain for Your Information)**

**A Child should remain at home:**

**Chicken Pox** – For 6 days after rash appears. Contacts not excluded

**Conjunctivitis (pink eye)** – While inflammation or drainage is present.  
Contacts not excluded.

**German Measles** – For 4 from beginning of symptoms. Contacts not excluded.

**Impetigo** – Until all lesions have been healed or student has been on antibiotics for 24 hours.

**Infectious Hepatitis** – For the first two weeks of illness at least. Intimate contacts who receive medication may attend school.

**Measles** – For 7 days after rash appears. Contacts who have not had the disease or measles vaccination may attend school at the discretion of the attending physician.

**Mumps** – Until all glandular swelling has disappeared. Contacts not excluded.

**Pediculosis (Head lice & nits)** – Until lice and nits have been destroyed. All nits must be removed before the student returns to school.

**Ringworm** – While skin lesions are present and/or one week thereafter. May attend if under treatment by a physician.

**Scabies (Mites)** – Until mites and their eggs have been destroyed. Keep close observation of contacts.

## Attendance

Regular attendance is an absolute necessity for real progress in school. If serious illness or other serious reasons prevent a student from attending school, **the parent must call the school before 9:00 a.m.** If a call is not received or a note is not sent with another child in the family when a student is absent, the school may call by 9:30 a.m. to determine the reason for the absence. If necessary, the call will be made to the parent's place of business. Upon returning to school after being the student must present a dated note from the parent to the homeroom teacher stating the reason for the absence.

**Students**, who for a serious reason must be excused from school early, **must present a written request from their parent or guardian stating the reason for dismissal.** This note must be presented to the homeroom teacher and approved by the Principal. The parent or guardian must sign the child out in the Business office. No child will be released for early dismissal except to the custodial parent or legal guardian. When a parent comes to the school to meet the child he/she may not go to the classroom to meet the student. The student will meet the parent in the office.

**Tardiness.** School begins with Morning Prayer and announcements in the auditorium at approximately 8:15a.m. and students are expected to be on time. Late slips are written at 8:30a.m. Students arriving after that time must obtain a "tardy admittance slip" before going to their classrooms. Any student who is tardy more than **five** times in a Quarter (unless we receive a doctor/dentist excused absence) **will NOT be allowed to go on any scheduled field trips during that Quarter.** If a student continues to have an **unexcused tardy more than five times per Quarter, they will be having lunch with the principal for each and every time they are tardy (that includes missing recess as well).** Excessive tardiness may result in any of the following consequences:

1. Detention
2. Parent-Teacher Meeting
3. Parent-Principal Meeting

Every effort should be made to schedule appointments (doctor, dental, etc...) for after school hours.

## **Sports Eligibility Criteria**

We strive as a school for academic excellence. Academic eligibility for sports participation is an effort to encourage our student athletes to maintain high academic standards and to balance this with their athletic efforts. Therefore to be eligible to participate in athletics at Saint Paul School, we establish the following guidelines:

- All Saint Paul School student athletes must have at least a 70 in **every subject including Art, Music, and Physical Education** and demonstrate Christian Values.
- Student athletes receiving below a 70 or failing any academic area of study on their progress report or report card **will be ineligible until the next progress report or report card, whichever comes first.**
- Any student absent from school may not participate in any athletic event that day.

## **Extended Day Program**

The Extended Day Program is offered every day from 2:30 p.m.-5:30 p.m. All children from Saint Paul School, grades Pre-K-8 are eligible. Students must be registered and pay the associated fees bi-weekly. **If payment is 4 weeks in arrears, your child will not be able to continue in the program.** The program offers snacks, supervised homework/study, and play.

## Dress Code

Parents are responsible to see that their children attend school wearing the proper uniform or Principal approved attire. If an emergency at home prevents the child from wearing the proper uniform on a given day, the parent must state that fact in writing to the school secretary or principal, requesting that the breach of dress code be excused. If a student attends school in clothing other than the uniform, without a written excuse, the parent can expect to be called to bring in the uniform or other approved or other approved clothing.

*Please write your child's name on the label of sweaters and sweatshirts.*

## **School Uniform**

### Girls' Uniform

*Grades K-5:* Consists of a regulation plaid jumper (from Donnelly's), a white round-collared blouse, white, gray, or navy blue socks, (ankle, knee, or tights), a gray or navy sweater (school emblem optional). During the winter months (from Thanksgiving to the Monday after Easter) navy slacks (from Donnelly's) may be worn. Dark color closed toe, low heel (under 1 ½") rubber soled shoes are required. Gym uniforms are also available at Donnelly's.

*Grades 6-8:* Consists of a plaid uniform skirt (Donnelly's), white or yellow button-down collar uniform blouse (long or short sleeves). The skirts must be knee-length. Socks may be white, gray, or navy blue (ankle, knee, or tights). A navy blue or gray sweater (school emblem optional) if needed. During winter months (from Thanksgiving to the Monday after Easter) navy slacks (from Donnelly's) may be worn. Dark color closed toe, low heel (under 1 ½") rubber soled shoes are required. Gym uniforms are also available at Donnelly's.

### Boy's Uniform

*Grades K-5:* Light blue pullover shirts only (long or short sleeve). Navy slacks. Shirt must be tucked in and a brown or black belt worn. Uniform shoes must be black or brown shoes with rubber soles. Gym uniforms are also available at Donnelly's.

*Grades 6-8* White or light blue button-down collar shirt with plain navy or school-plaid tie. Navy or gray pullover sweater or vest (School emblem optional). Boys are to wear gray dress slacks. Shirt must be tucked in and a brown or black belt worn. Uniform shoes must be black or brown shoes with rubber soles. Gym uniforms are also available at Donnelly's.

*Pre-K* dress code will be as follows: Gray, navy or white T-shirts, turtle necks, sweatshirts or solid tops. Gray or navy sweatpants or elastic waist pants or shorts (in the warmer weather). Girls may wear gray or navy skirts. Sneakers or rubber-soled shoes. All items may be purchased at any store (does not need to be purchased at Donnelly's).

## Physical Education Uniform

All students must wear the Saint Paul uniform which includes a navy Tee Shirt with Saint Paul logo (or no logo) NO UNDERSHIRTS and navy blue nylon or fleece shorts, or navy sweatshirt and sweat pants (school logo optional). At the principal's discretion, students may wear their gym uniforms during the warmer weeks in August/September and June.

## Dress Down Days

On special occasions, students are allowed free dress days. Casual clothes befitting a Catholic school environment will be allowed. Jeans will be permitted at Principal's discretion. Flip flops; halter tops, camisoles or muscle shirts are not permitted.

## **Accessories and Fashion Fads**

The purpose of our dress code is that student apparel will be neat and not detract from the educational climate of the school. To accomplish this, accessories should be simple by design.

**BOYS-Hair** is to be clean, neat and well-trimmed to collar length. No extreme/outlandish hairstyles or color changes are allowed. Boys should wear their hair neatly with no artificial coloring. The length of the boys' hair should be above the conventional shirt collar. No shaved heads are allowed and students are not allowed to shave letter, numbers or designs into hairdos.

**GIRLS-Hair** is to be clean and neatly trimmed. Girls should wear their hair in a neat fashion with no artificial coloring. Simple bows, barrettes and headbands are acceptable. **Earrings:** Girls may wear simple earrings, one in each ear, no multiple earrings. Boys may not wear earrings. No other form of body piercing is allowed for girls or boys. Hoop earrings should not exceed ¼" - ½" in diameter

**Tattoos:** No tattoos, permanent or temporary are permitted.

**Nail Polish:** Girls only; should be clear or skin color.

**Necklaces:** Should be simple. Only one necklace at a time any other jewelry such as watches or bracelets should be simple in design so as not to be an impediment to learning or a danger to the child as might be the case of ornate jewelry in physical education classes. No jewelry, slogans or logos on clothing should be worn that depict violent, illegal or immoral behavior.

Fashions and fads come and go, but it is our intention at Saint Paul School to maintain a dress code that is consistent with Christian values and conducive to an educational setting. Student/parent cooperation in regard to the dress code is required. Failure to comply will result in detention of the child or being sent home to change.

\*NO gum chewing is allowed in school.

## Communication with Parents

Every effort is made to keep parents informed about a child's academic progress and about other activities of the child and the school. Report cards are issued four times per year for all grades.

Progress reports are sent midway through the quarter. When these are received, parents are urged to consider them seriously and follow the recommendations made for the improvement of the child. Progress Reports must be signed and returned with your child the next day. Teachers will be available for appointments with parents. Teachers may not meet with parents during instruction time, but will return telephone messages left for them.

Newsletters will be sent to parents frequently and will be posted on our school website [www.saintpaulschoolcranston.org](http://www.saintpaulschoolcranston.org).

## Field Trips

Field trips are part of the educational program. They are designed to make the subject matter more relevant to the child by immersing the student in an in-depth study of a particular topic, and by training the child to use all senses in the quest for knowledge. A permission form, giving details of the trip, will be sent home by the teacher several days before the trip is to take place. The slip must be returned to the school with the signature of the child's parent or guardian on or before the deadline date specified. **No student will be allowed to go on a field trip without written consent; verbal, telephone consent will not be accepted.** The official school permission slip is the only acceptable permission slip.

## Visitors

Only those visitors having legitimate business with the office should enter the school building during the school day. **Parents may not go to the classroom with messages or lunches during school hours. Please report to the office for such needs.** The children will be called down to the office to receive the lunch or message.

## **Promotion and Retention**

GRADES K-3: For schools in general, the inability to read well causes more students to fail in school than any other single factor. The foundation of reading is laid in the primary grades, K-3. At Saint Paul School, promotion through the primary grades will be determined mainly by the student's progress in reading.

1. Since mastery of basic reading skills is the major objective of the primary grades, students who do not present evidence of having acquired these skills may be retained at most ONCE during these three years. A parental consent/non-consent form will be signed and placed in the student's folder.
2. Some children will always read below the average level of achievement of the grade in which they are placed because of documented learning disabilities. The progress of these students will be carefully monitored by school personnel.

GRADES 4-8: Promotion in grades 4-8 will be determined by the grades the student receives in the major subjects: Literature, Mathematics, Religion, Science, Skills/Creative Writing and Social Studies. Minor subjects are: Art, Computer, Music, and Physical Education

Extenuating Circumstances – the Principal reserves the right to waive grade retention when extenuating circumstances outweigh the justice of this policy. Before a student is denied promotion, the Principal will request a conference with the parents or guardian of the student and the faculty members who work with the child. The conference will be held by April 1<sup>st</sup> to enable the student to demonstrate proficiency by the close of the trimester or permit transfer of the student to another school if the parents so wish.

## **Grading/Report Cards**

Report cards are distributed four times during the school year for grades K – 8. Pre-K report cards are distributed twice a year in January and June. Parent-teacher conferences are held at least once a year for students. Parents may request a conference at any time to discuss a specific problem. Please contact your child's teacher(s) to arrange a meeting.

# Academic Standards

Saint Paul School is approved by the Rhode Island Department of Education and is accredited by the New England Association of Schools and Colleges. Saint Paul School is staffed by teachers who meet all requirements mandated by the Rhode Island Department of Education. Courses are taught in strict accordance with the diocesan curriculum.

## Homework

The purpose of homework is:

1. To supplement and reinforce classroom work
2. To give additional practice and review
3. To develop initiative, responsibility, self direction and independence
4. To develop good study skills and habits
5. Homework is considered one component of the grading system.

Homework is a daily requirement of the student's academic program. It may be given in one or more subjects each day. Parents should know the teacher's homework policy, be aware of the daily assignments and check to see that written homework is completed and daily study time is being accomplished by their children. All written homework must be neat, orderly, complete and on time. Inadequate homework preparation will affect the student's grade average.

**Types of Assignments:** Assignments will be designed to extend the learning activities and provide variety to stimulate interest. Assignments may be on an individual, group or class basis. They can be of a written nature, one of observation, reporting or any other type that may suit the particular lesson or subject. Homework may be given in one or more subjects each day and should be varied so that all academic subjects are covered in the time frame determined by the teacher.

**Time Allotments:** The average student will be able to complete assignments in the following time allotments.

|                |                                    |
|----------------|------------------------------------|
| Kindergarten   | as needed and requested by parents |
| Grades 1 and 2 | 20 to 25 minutes                   |
| Grades 3 and 4 | 30 to 40 minutes                   |
| Grades 5 and 6 | 50 to 60 minutes                   |
| Grades 7 and 8 | 1 ½ to 2 hours                     |

## Honor Roll Criteria Grades 4 – 8

The Honor Roll includes all Academic Subjects: Mathematics, Reading/Literature, Religion, Skills/Creative Writing, Science, and Social Studies.

- High Honors with Distinction ~ 95-100 (no grade lower than 95)
- High Honors ~ 90-94 (no grade lower than 85)
- Honors ~ 85-89 (no grade lower than 80)

Special subject areas include: Art, Library Science, and Physical Education. To qualify for Honor Roll a student must have at least an 80 in each of the special subject areas and demonstrate Christian Values.

### **Christian Values**

Any student who receives a check in Christian Values indicating “Needs Improvement” or receives a letter grade of “U” or “NP” in the application of such values will be excluded from the Honor Roll list regardless of academic standing.

## Code of Behavior

Attendance at Saint Paul School implies willingness on the part of the parents and students to comply with all accepted forms of good behavior. The mode of good behavior that is practiced during years in school will be a preparation for a life-long habit of good, decent, and honest living based on right conscience. School personnel and parents agree to set the example in their own living and nurture it in the children. The school’s duty is to maintain an atmosphere conducive to learning. Behavior that interrupts learning cannot be tolerated.

Conduct unbecoming a Christian student will result in correction. Chronic non-compliance will result in parent notification and disciplinary action. Persistent misbehavior will cause the student to be exempt from extra-curricular activities. Parents of a persistently disruptive child will be called to take the child home. During instructional time, the student’s attitude, behavior, and speech must convey the desire to learn and to pay attention to the teacher. We believe that with your help, we can realize these goals.

1. The teacher is the first and main agent of school discipline. Consequences for inappropriate behavior are determined by the school. Parental cooperation is essential in all areas of discipline.
2. Behavior that is disrespectful toward others or detrimental to Saint Paul School will NOT be tolerated.
3. Students whose behavior is repeatedly contrary to the expectations of Saint Paul School, or who repeatedly interfere with the learning process of others, may be suspended by the principal. Parents will be notified of the infraction and of the number of days of the suspension. **Students will NOT be allowed to make up missed work.**
4. Parents of students who are repeatedly suspended or who are not responsive to our efforts to correct their behavior will be asked by the principal to withdraw their child.

5. After consultation with the Pastor, the principal will make the final decision as to the status of enrollment.
6. Parents may request a hearing with the Pastor within 10 days following an expulsion.

## **Policy Statement on Threats of Violence and Actual Violence**

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore, intimidation, harassment, threats of violence, and actual violence of any kind, in any form, including the use of e-mail, by any member of the school community to any member of the school community or to an outsider, subject, an individual to sanctions by the school including, but not limited to, suspension, medial/psychological evaluation, and exclusion. All threats of violence will be taken seriously. Excuses (such as “I was only kidding”) are not acceptable. In addition, threats of violence and acts of violence will be reported to the police where necessary.

## **Sexual Harassment Policy**

Students have the right to be protected from words or actions which are considered to be forms of sexual harassment. Actions constituting sexual harassment include, but are not limited to, physical contact, or use of sexuality explicit language, gestures, writing, pictures, or objects. If a student believes that he/she has been sexually harassed, the student should immediately notify their teacher and or principal. A principal who receives a sexual harassment complaint will carefully investigate the matter, questioning all who may have knowledge of either the incident in question or similar problems. Such inappropriate behavior will result in disciplinary action which may include suspension or expulsion. Any further action will be handled in accordance with the Diocese of Providence Child Protection and Outreach Policy.

## **Suspension/Expulsion**

Suspension (a student’s exclusion from school and participation in school/parish sponsored activities) spans one or more days at the discretion of the Principal. Suspensions can result from persistent behavior that is unbecoming of a Saint Paul student.

A single act which is deemed seriously offensive, disruptive, dangerous or potentially dangerous by the school will be grounds for suspension or expulsion. Parents will be called to take the child home. The student will be told what he or she did wrong and will be heard. At the discretion of the Principal the student will be subject to disciplinary action.

Serious cases of misbehavior can lead to expulsion. Parents will receive verbal and written notification of the offense.

In-house suspensions are another means utilized to correct inappropriate or unacceptable behavior. It is at the discretion of the Principal and with parent notification.

## **Use of Headphones**

Students may not bring CD players, Ipods, radios, laser pointers, pagers, tape players or handheld video games to school for recreational purposes. Students are prohibited from bringing CDs or tapes to school to play on school equipment. If students violate this rule the Principal will confiscate the music, game or equipment and return it to the parents at parent teacher conference. If students bring CDs or games which contain profanity or other strong language or content, appropriate action will be taken regarding the rules of detention or suspension. The use of headphones is restricted to use in the computer room under the supervision of the computer teacher. Students should not bring their own headphones to school.

## **Cell Phone Use**

Students whose parents entrust them with cell phones for emergency use may not use them recreationally. Students may not use cell phones during school hours. If students use their cell phone to call other students during the school day or make frivolous phone calls the Principal will confiscate the cell phone and return it to the child's parents at a parent conference. If students wish to still bring them to school, they can either leave them with their homeroom teacher or in their backpack (remember, if it gets lost or stolen, it is not the schools responsibility).

## **Internet Policy**

Saint Paul School fully endorses the use of the Internet as an educational tool. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision, and student education. Control of all on-line activities is impossible. Therefore, all users who access the Internet through Saint Paul School are required to adhere to strict ethical and legal guidelines. If Saint Paul School users violate any of these provisions, their access via the school may be terminated, and future computer access may be denied. In addition, a student guilty of such violation will be subject to disciplinary action up to and including suspension/expulsion from school.

## **Tuition**

The annual budget is based on projected enrollment for the ensuing school year. As students register for the upcoming year supplies, materials, textbooks and staff are obtained to provide a sound educational program for the enrolled students. The tuition paid by parents is based on per pupil cost and is but one component of the income necessary to provide financial support for the school.

Tuition in most instances is paid in monthly installments beginning in July and ending in April (10 month plan). When students enter school in September, tuition payments are current; not paid in advance. Therefore, with the exception of students who do not enter school in September or who have paid tuition in full, it is the policy of the Saint Paul

School board not to grant any tuition reimbursement if a child transfers during the school year. In the case of a student who does not enter school in September a full reimbursement of tuition paid, less the registration fee will be refunded.

**SAINT PAUL SCHOOL  
STUDENT HANDBOOK HIGHLIGHTS**

Acceptance of admission to Saint Paul School implies a willingness on the part of students and parents to comply with school regulations. **Non-compliance will result in disciplinary action.** Regulations include, but are not limited to, the following items highlighted from the Saint Paul School Handbook. Please read Student Handbook on the Saint Paul School website.

**Punctuality** – Children are admitted to the school building at 8:15 a.m. Any child who is not in his classroom by 8:30 a.m. is deemed late. Any student who is tardy more than **five** times in a Trimester (unless we receive a doctor/dentist excused absence) will NOT be allowed to go on any scheduled field trips during that Trimester. If a student continues to have an unexcused tardy more than five times per Trimester, they will be having lunch with the principal for each and every time they are tardy (that includes missing recess as well). Excessive tardiness may result in any of the following consequences: Detention, Parent-Teacher Meeting or Parent-Principal Meeting

**Cell Phones** – Students are not allowed to carry cell phones during school hours. If students wish to still bring them to school, they can either leave them with their homeroom teacher or in their backpack (remember, if it gets lost or stolen, it is not the schools responsibility).

**Dress Code** - Parents of children not in proper uniform will be notified immediately and expected to bring the necessary clothing to ensure dress code compliance, per the handbook guidelines.

**Permission Slips** – The only acceptable form of permission slip for students to leave the building for field trips is the official form sent home from school. Any other format, i.e. handwritten notes, phone calls, etc. will not be accepted, and the student will not be allowed to leave.

**Code of Behavior** – Saint Paul School students are expected to conduct themselves in a Christian manner. They should be respectful and responsive at all times. School personnel and parents agree to set the example in their own living and use of language and nurture it in the children. The school’s duty is to maintain an atmosphere conducive to learning. **Behavior that interrupts learning cannot be tolerated.**

\*NO gum chewing is allowed in school.

As stated, the above regulations are abbreviated from the Saint Paul School Handbook. They are fully detailed in the handbook, where you will find additional important information regarding school rules and policies.

**We, the undersigned, have read and understand the above regulations and agree to their compliance. We understand that there are consequences for noncompliance. We have also read and understand the handbook.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

***PLEASE RETURN THIS SIGNED FORM TO SCHOOL***

