

ST. PAUL'S EPISCOPAL DAY SCHOOL

2011-2012

PARENT-STUDENT
HANDBOOK



*AN OUTREACH OF ST. PAUL'S EPISCOPAL CHURCH
~ EDUCATING THE WHOLE CHILD IN MIND, BODY, AND SPIRIT ~*

ST. PAUL'S EPISCOPAL SCHOOL • 517 COLUMBUS • WACO, TX 76701
254-753-0246 • FAX 254-755-7488
WWW.STPAULSSCHOOLWACO.COM

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ST. PAUL'S EPISCOPAL DAY SCHOOL'S FACULTY, STAFF, STUDENTS, AND PARENTS.

USE OF THE INFORMATION CONTAINED HEREIN BY ANY OTHER ENTITY IS PROHIBITED.

TABLE OF CONTENTS

| | page |
|---|------|
| I. LETTER FROM THE HEAD OF SCHOOL | 3 |
| II. MISSION OF THE SCHOOL | 4 |
| • Episcopal Character of the School | |
| • Christian Commission | |
| • International Baccalaureate | |
| III. SCHOOL PHILOSOPHY AND GOALS | 5 |
| IV. EXPECTATIONS | 6 |
| V. PARENT-SCHOOL RELATIONSHIP | 7 |
| • Visiting the School | |
| • Contacting Teachers | |
| • Parents & Friends Organization | |
| • Volunteering at the School | |
| VI. ADMISSION POLICY | 9 |
| • Admissions | |
| • Re-Enrollment | |
| • Age Requirements | |
| • Withdrawal | |
| VII. FINANCIAL INFORMATION | 10 |
| • Tuition Policy | |
| • Financial Aid | |
| • Scholarships | |
| • Fund Raising | |
| VIII. DAY-TO-DAY OPERATIONS | 12 |
| • Attendance Information | |
| • Hours, Drop-Offs, Pick-up | |
| • Morning Drop Off | |
| • Late Arrival | |
| • Leaving and Re-entering School | |
| • Absence From School | |
| • Before and After School Care | |
| • Traffic | |
| • Transportation Regulations | |
| • Emergency Closings | |
| • Fire and Disaster Drills | |

TABLE OF CONTENTS (continued)

| | page |
|--|------|
| IX. ACADEMIC INFORMATION | 15 |
| • Grading System | |
| • Homework Policy | |
| • Make-Up Work | |
| • Parent/Teacher Communication | |
| • Student Led Conferences | |
| • Standardized Testing | |
| • Academic Fairs | |
| • Action | |
| • Instructional Technology | |
| • Language Guidelines | |
| X. DISCIPLINE POLICY | 18 |
| • Discipline Philosophy | |
| • Discipline Expectations | |
| • Discipline Procedures | |
| • Discipline Committee | |
| • Sample Discipline Forms | |
| XI. DRESS CODE | 22 |
| • Daily Dress Requirements | |
| • Uniforms | |
| • Friday Dress Requirements | |
| • Early School Division Clothing | |
| • Hair | |
| XII. MEDICAL AND SAFETY INFORMATION..... | 24 |
| • State Vaccine Requirements | |
| • Fever Policy | |
| • Medication | |
| • Communicable Diseases | |
| • First Aid | |
| • Medical and Dental Appointments | |
| • Screening | |
| XIII. STUDENT ACTIVITIES | 26 |
| • Chapel and Christian Education | |
| • Field Trips | |
| • Out-of-Town Field Trips | |
| • Extra-Curricular Activities | |
| • Personal Items at School | |
| • Snacks | |
| • School Lunches | |
| • Holiday and Party Information | |
| • Birthdays | |

WELCOME FROM THE HEAD OF SCHOOL

Dear Parents,

Welcome to the 2011-2012 school year. Congratulations on your decision to have your children as students at St. Paul's Episcopal Day School. For over half a century, generations of students of St. Paul's have received an outstanding and comprehensive educational foundation in a loving and nurturing environment. The global skills, knowledge, and experiences our students acquire at St. Paul's prepare them well for success in our increasingly interconnected planet. As a faith-based school offering a thorough international education, St. Paul's is truly a unique scholastic opportunity in the greater Waco area.

Whether you are returning parents or new to St. Paul's, this is your school and your children's second home. As members of the St. Paul's family, you undoubtedly have talents that can contribute to the success of the school and your children. I encourage you to find the area in which your schedule and talents can best support our combined efforts. Being a part of our children's education is truly one of the distinguishing characteristics of St. Paul's. Our Parents and Friends organization is an excellent place to start. Entirely run through the voluntary efforts of parents, Parents and Friends provides invaluable services to our school and students throughout each school year. From fundraisers and school donations to uniforms and daily lunch, Parents and Friends is profoundly involved in the life and success of St. Paul's.

As a new member of the St. Paul's family, I am tremendously excited to be a part of this marvelous community as both a parent and an educator. I am honored to work with our outstanding faculty and staff in continuing the tradition of educating our young students in mind, body, and spirit. We appreciate and honor the trust you place in us each day.

Respectfully,

Matthew Blake, M.Ed.
Head of School

MISSION OF THE SCHOOL

St. Paul's Episcopal School serves to educate the whole child in mind, body, and spirit.

EPISCOPAL CHARACTER OF THE SCHOOL

St. Paul's Episcopal School is fully accredited by SAES (Southwestern Association of Episcopal Schools). As an accredited school, St. Paul's operates with the knowledge and consent of the bishop of the diocese and meets rigorous standards set out by the accrediting board of SAES. This accreditation is also recognized by the Texas Education Agency.

St. Paul's offers both worship and religious study and supports the development of students learning how to combine faith and reason. The faculty teaches in ways that encourage inquiry and outreach.

St. Paul's welcomes and embraces diversity in its populations. The school continues to explore opportunities to increase the richness inherent in diversity in the faculty, staff and student body. Our ultimate goal is to foster a community of learners with each member taking responsibility for their part in an international community.

CHRISTIAN COMMISSION

St. Paul's Episcopal School is a community striving to fully understand Christ's commission:

Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength...love your neighbor as yourself. *Mark 12: 30-31*

The living of this commission is a journey. The faculty and staff wish all our decisions and actions to be guided by this commission.

INTERNATIONAL BACCALAUREATE

St. Paul's Episcopal School is proud to have been an authorized IB World School since 2006. We believe the mission of this program exemplifies what we desire for our school.

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

At St. Paul's, we use the framework of this internationally recognized organization to structure what we teach, how we teach, and how we assess. One goal of the International Baccalaureate Programme is to develop what is known as the learner profile in each student. The attributes of this profile include being:

- Inquirers • Thinkers • Communicators • Risk-takers • Knowledgeable
- Principled • Caring • Open-minded • Balanced • Reflective

SCHOOL PHILOSOPHY AND GOALS

EDUCATIONAL PHILOSOPHY

We value a living spirituality that:

- accepts each person as a unique child of God
- includes regular worship of God
- develops self-discipline, responsibility, and integrity

We value an inclusive community that:

- welcomes all races and creeds
- strives toward economic, ethnic, and religious diversity
- admits students with abilities ranging from average to superior
- fosters open communication
- fosters inquiry and outreach

We value an educational environment that:

- offers an internationally recognized curriculum through which children can construct meaning and experience diverse points of view while grasping necessary concepts, content and skills
- promotes inquiry based learning
- challenges and motivates students to learn
- prepares students for success in high school and college and as citizens of the world

We value a student-centered program that:

- encourages critical thinking
- accommodates a variety of learning styles
- uses student assessments to design learning experiences directed at student needs and interests
- encourages the development of leadership skills
- supports and nurtures each person in the pursuit of personal goals

EDUCATIONAL GOALS OF THE SCHOOL

- To provide an academically challenging program for children
- To provide an opportunity for the realization of talents, the source of these gifts, and the proper use of them as individuals within groups to produce an harmonious society
- To provide opportunities for children to develop self-confidence
- To encourage each child to strive for excellence of character, mind and body
- For students to develop skill in individual and group activities
- To provide a program that encourages and promotes an enthusiasm for and a love of learning
- To promote the spiritual growth of each child through regular chapel services and religious study in a Christian community
- To model as a community the applications of Christian principles to one's daily life

EXPECTATIONS

The clergy, church staff, parishioners, school administrators, teachers, school staff, students, and parents comprise the community of St. Paul's Episcopal Day School. Acknowledging that we are human and fallible, the St. Paul's school faculty, staff and administration strive to model the following attitudes and behaviors. We believe that students who are taught and who practice these attitudes and behaviors will be equipped to function as successful citizens throughout their lives regardless of where they may find themselves in a complex world. We expect all members of our community to strive to demonstrate these characteristics as well.

Desired Attitudes

- **Appreciation** – Students value the world and the people in it.
- **Commitment** – Students work hard, showing self-discipline and responsibility
- **Confidence** – Students are certain they can learn and make good choices
- **Cooperation** – Students work together, taking turns in leadership roles
- **Creativity** – Students use their imaginations in solving problems and presenting information
- **Curiosity** – Students wonder about things that are outside of their own lives
- **Empathy** – Students try to understand their peers' thoughts, actions, and emotions
- **Enthusiasm** – Students enjoy learning and eagerly participate in class
- **Independence** – Students make their own decisions and are able to defend the choices they make
- **Integrity** – Students make choices that are fair and honest
- **Respect** – Students respect themselves and the people and things around them
- **Tolerance** – Students don't let differences stand in the way of working together

IB Learner Profile

- **Inquirers** – Students ask many questions and know how to find the answers
- **Thinkers** – Students work to solve problems and make sound decisions
- **Communicators** – Students are articulate in their own language and are acquiring another major language – they communicate through writing, talking, technology, singing, art, physical movement, and worship
- **Risk-Takers** – Students have confidence in exploring new ideas and tasks
- **Knowledgeable** – Students learn about things that are important to them and to their culture
- **Principled** – Students are honest and choose right actions over wrong ones.
- **Caring** – Students are sensitive to the needs and feelings of others and take action when appropriate
- **Open-minded** – Students respect the ideas, values, and traditions of others
- **Balanced** – Students work to maintain physical, mental, and spiritual well-being
- **Reflective** – Students think honestly about their behaviors and learning experiences in an effort to improve

PARENT-SCHOOL RELATIONSHIP

To foster the positive spirit of each child, the school believes that a supportive relationship must exist between each student's family and the school. The school values this relationship and encourages and enjoys a spirit of parental cooperation in all aspects of life at St. Paul's. The faculty, staff, and administration of St. Paul's realize that families, teachers and school leaders must work together to succeed in providing for the spiritual, educational, physical, social, and emotional growth of our students. Because a positive relationship is so important, the school cannot support parental action that interferes with the rights of others, conduct that subverts the order and discipline of the school, or repeated disruptive or uncooperative behavior. The following guidelines will ensure a positive parent-school relationship:

- The faculty and staff of the school will model courtesy and respect, treating one another, our students and their families with dignity. We ask that parents respond with courtesy and treat the faculty and staff with respect and dignity.
- It is the responsibility of parents to understand and accept the mission and direction of the school.
- The school values input, suggestions, and constructive comments from parents and many opportunities are given for this purpose. However, the direction of the school rests with the Vestry and Rector of St. Paul's Church and the School's Board of Trustees. The Head of School is directed to carry out the policies of these entities.
- The school encourages parents to practice positive problem-solving strategies involving school concerns. When problems occur, the proper lines of communication are as follows:
 - First, contact the classroom teacher. Discuss the issue and come to an agreement about its resolution.
 - If the problem cannot reach a resolution, the Head of School should be contacted for assistance.
 - Members of the school board should not be consulted unless ...
- A vital factor in the continued growth of a student and of a school is the spirit in which the parents view the entire school environment. The faculty and staff strive to maintain open communication with parents at all times.
- The continued interest and cooperation of parents, faculty and staff make it possible to provide a superior school environment for each child.

VISITING THE SCHOOL

Parents are welcome visitors. However, all visitations should be arranged through the Head of School or with the teacher directly. Please limit visits to 30 minutes. In order to ensure a meaningful visit, please do not bring younger children. If a conference is needed after the visit, please contact the Administrative Assistant. Former students may visit the school during lunch times with prior approval from the Head of School.

CONTACTING TEACHERS

Teachers may be contacted by leaving a message in the school office or by e-mail. Teachers will attempt to return all phone calls during their planning time. Faculty and staff email addresses can be found on the school web site.

PARENT-SCHOOL RELATIONSHIP (continued)

PARENTS AND FRIENDS ORGANIZATION

St. Paul's Parents and Friends organization is a vital part of the community. This organization assists the school with fundraising, volunteering, and celebrating special occasions. This organization is a key contributor to the warm, welcoming atmosphere of the school.

VOLUNTEERING AT THE SCHOOL

In order to support the school, parents are expected to complete some hours of volunteer work. Opportunities to volunteer will come through fundraising events as well as school volunteer opportunities. The amount of time required varies based on the age of your child(ren).

2s-PreK – 4 hours total per family per school year

K-6 – 8 hours total per family per school year

All parents and others who plan to volunteer in the school may be required to have a criminal background check through the Diocese and attend Safeguarding God's Children, a three hour training for employees and volunteers.

ADMISSION POLICY

St. Paul's admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, policies, scholarship, financial aid programs, athletic, and other school administered programs.

Admission of new students to St. Paul's Episcopal Day School is granted on the basis of previous academic school records, school testing data, pertinent information regarding the student, evaluation from the student's present and/or previous school, and personal recommendations. A personal interview may be conducted prior to admittance. In order to best serve students who may need special accommodations, any professional evaluations are requested.

Following the receipt of all required information, the application form, and the non-refundable application fee, prospective students are screened and/or tested. Parents are notified as soon as possible regarding enrollment decisions.

Siblings of currently enrolled students and children of church parishioners and alumni are given priority in enrollment if an application is received by December 31 of the year prior to desired enrollment. After that date, all applications are considered on a first-come, first serve basis.

All students entering the 3 year old program MUST be potty-trained before attending school.

RE-ENROLLMENT

A re-enrollment contract is issued to all current students who are in good standing with the school in January of each year, and its return along with the enrollment fee assures a place for the student for the next school year.

AGE REQUIREMENTS

Preschool – 2 yr. olds – Must be 2 prior to September 1st

Preschool – 3 yr. olds – Must be 3 prior to September 1st

Preschool – 4 yr. olds – Must be 4 prior to September 1st

Kindergarten – Must be 5 years old prior to September 1st

First Grade – Must be 6 years old prior to September 1st

In rare cases when exceptions are made to these requirements, parents enroll their child with the understanding that all students must be 5 prior to September 1st to enter kindergarten.

WITHDRAWAL FROM SCHOOL

Parents wishing to withdraw a student from the school are requested to notify the school office, in writing, 30 days prior to withdrawal.

Tuition insurance is included in 2 and 10 month payment plans. If a student is withdrawn or dismissed, tuition insurance pays 60% to 100% of unused tuition depending on the reason for withdrawal. No school fees are covered, only tuition. Coverage begins after the student has attended school for 14 days. The parent/guardian must complete a withdrawal/dismissal certificate to file a tuition insurance claim. Tuition insurance claims are paid to the school. Any unpaid balance remains the responsibility of the parent/guardian.

FINANCIAL INFORMATION

TUITION POLICY

St. Paul's Episcopal Day School is a private educational institution that depends primarily on tuition paid on behalf of the students. Because the school depends so heavily on these funds, the Board of Trustees has adopted a Credit and Collection Policy.

Policy:

1. Students will not be allowed to start school without contractual arrangements for payment of fees and tuition.
2. The school uses the FACTS Payment Plan, which encompasses Automatic Bank Drafts. Parents may pay their tuition in one of the following ways:
 - **Payment in Full.** This payment is made directly to the school and will entitle you to a 3% discount if paid prior to July 15
 - **Two-Payment Option.** Under this plan, payments are made directly to the school, due July 15 and November 15.
 - **Monthly Payments through FACTS** with the 10 month agreement.
3. If a payment and applicable fees have not been received by the 40th day after the payment's due date, the student or students for whom the payment is applicable may not be allowed to attend class until the delinquent payment and all currently due payments are made.
4. If the payment is not received within 90 days of its due date, the Head of School will seek guidance from the Board of Trustees for appropriate action.
5. When any deadline prescribed in this policy falls on a weekend, or on a day on which the business office of the school is closed for a holiday, the effective date of the deadline will be the first business day following such deadline.
6. Students may not begin the second semester until the balance of the first semester is paid.
7. The school reserves the right to hold all student records if a balance is not paid in full.
8. Penalties prescribed under this policy may be waived for good cause at the sole discretion of the Board of Trustees. However, in the event that the Board of Trustees waives a penalty, such waiver will not be construed as a waiver of the school's right to impose other penalties for future delinquencies by the student for whom the waiver was executed, or any other student.
9. If the school fails to send any or all notices required by this policy, such failure will not affect the school's authority to impose the late fees or other penalties prescribed herein. However, the Head of School will report to the Board of Trustees any failure to send any such notices and the reason for such failure, and will impose the penalty only if he or she is then instructed to do so by the Board of Trustees.
10. The school will assess a \$25.00 insufficient funds fee on all returned checks.
11. For FACTS payments, there is a \$25.00 insufficient funds fee assessed by FACTS.

FINANCIAL AID

A limited number of grants are awarded each year. Grants are based on financial need. Applications for financial aid may be requested from the school office in January of each school year. All information is confidential.

FINANCIAL INFORMATION (continued)

SCHOLARSHIPS AND AWARDS

The following awards are presented annually:

- The Maria Neville Brown Scholarship
- The Dads' Fund Scholarship
- The Evadne Lee Greer Memorial Scholarship
- The Ruth Miller Scholarship
- Mr. Willie Scholarship
- The Elizabeth Innis Barnes Award of Excellence
- The Dr. Martha E. Ghee Award of Excellence
- The Rose Berryman Scholarship Award
- St. Paul's International Baccalaureate Profile in Action Award
- The Col. Ellis D. Blake, U.S. Army (ret.) and Mrs. Gladys Blake Memorial Scholarship

The faculty nominates deserving students for each award. Final selection is accomplished by a committee of faculty and staff as selected by the Head of School.

OVERVIEW OF FUND RAISING EFFORTS

St. Paul's provides many opportunities to its students that go above and beyond what they would experience at any other school in the area. We feel it is important to maintain low student/teacher ratios and to provide a complete program in physical education, computers, art, music and Spanish.

It is costly to educate a child at St. Paul's. Tuition and fees covers only approximately 75% of the costs of running the school. The difference is supplemented through a generous church contribution, the school's Annual Fund Drive, and fund-raising efforts by the St. Paul's School Board and Parents and Friends Organization.

- AUCTION - The Auction is one of the largest fundraising events of St. Paul's Parents and Friends. It takes place in the fall.
- SCHOLASTIC BOOKFAIRS – A bookfair will be held in the fall and spring semesters to benefit the library.
- BAYLOR PARKING LOT – For Baylor home games, St. Paul's volunteers man entrances to a parking lot on Franklin Ave, owned by one of our families.
- GOLF TOURNAMENT – The school board will sponsor a golf tournament at Ridgewood Country Club in the spring semester.
- SIXTH GRADE CLASS FUNDRAISERS – The graduating class of St. Paul's holds several fundraisers throughout the year. The funds raised from these efforts go to offset the costs of the out-of-town trips and to give a donation back to the school on behalf of their class.

DAY-TO-DAY OPERATIONS

For the safety of the St. Paul's community, all doors to the school and church will be locked at 8:10 a.m. each day. To enter the building, press the GREEN button at the Parish Hall door and office personnel will open the door. **All visitors must check in with the school office before proceeding into the school building.**

ATTENDANCE INFORMATION

It is important to establish regular and punctual attendance habits. Classes are in session according to state law. Students are expected to be in school, on time, unless ill. All students are considered late for school after 8:00 a.m. The clock on the wall in the administrative office will be used as the clock for purposes of tardies.

HOURS, DROP-OFFS, PICK-UP

| | |
|--------------------------------------|--|
| Early Drop-Offs | 7:30 a.m. (supervision in the Parish Hall) |
| Town Hall Meeting | 8:00 a.m. – 8:10 a.m. |
| Half-day Early School | 8:00 a.m. – 11:45 a.m. |
| Full-day 2s, 3s, PreK & Kindergarten | 8:00 a.m. – 3:00 p.m. |
| Grades 1 – 6 | 8:00 a.m. – 3:15 p.m. |

The school assumes no responsibility for a child before 7:30 a.m. or after dismissal from school, unless the child is enrolled in After School Fun.

If a child has not been picked up within 15 minutes of the standard release time, s/he will go to the afternoon childcare program and may be picked up there. A fee of \$10.00 per 15 minutes is assessed for late pick-ups (minimum charge \$10.00) after 12:00 p.m. for half-day students and after 3:30 p.m. for full-day students.

MORNING DROP OFF

Students may be dropped off beginning at 7:30 a.m. Students remain in the Parish Hall until 8 a.m. If you need to come into the school building for any reason, please park in the church parking lot so as not to block traffic. For the safety of our students, please **do not park in the marked handicap spaces.**

LATE ARRIVAL

St. Paul's emphasizes a safe environment for its students. Campus security is very important. The School's security locks will be turned on at 8:10 a.m., and all doors to the church and school will be locked. This will assist us in controlling the school environment and ensuring safety. Students arriving after 8:10 a.m. may enter at the main entrance of the church ONLY.

LEAVING & RE-ENTERING SCHOOL

A child is allowed to leave school during the day only with an authorized person and must be signed out at the office. When necessary, the office may require official identification from the person picking up the child. No child is allowed to leave school without notifying the office. Students must be signed in at the office when re-entering the school during the day.

DAY-TO-DAY OPERATIONS (continued)

ABSENCE FROM SCHOOL

When your child will be absent from school, please call the office and report the absence to the administrative assistant.

If a child is absent for more than five days for the same or related illnesses, the school requests a doctor's verification of the illness and his/her recommendations regarding the school related needs of your child during the illness and/or upon his/her return.

BEFORE AND AFTER SCHOOL CARE

All children who plan to participate in After School Fun (ASF) must be registered. Parents of regularly participating children may make single or multiple payment arrangements with our Business Office.

Any child left at school after 3:30 will be sent to ASF. Parents of children left after 3:30 who are not registered with ASF will be charged a one-time registration fee of \$25 plus a daily fee for each day's participation according to the fee list below:

| | |
|-------------------------|------|
| Drop in care 11:45-3:15 | \$25 |
| Drop in care 11:45-5:30 | \$40 |
| Drop in care 3:15-5:30 | \$15 |

ASF officially ends at 5:30, and all children should be picked up by that time. Parents of children left beyond 5:30 will be charged \$10 for every fifteen-minute period after 5:30.

| <u>TIME</u> | <u>LOCATION</u> |
|--|-----------------|
| 7:30 a.m. Supervised morning care begins for students (no additional charge) | Parish Hall |
| 8:00 a.m. 2s and 3s dismissed to go to class | Main Building |
| 8:00 a.m. Town Hall Meeting PreK-Grade 6 | Parish Hall |
| 8:10 a.m. Students released to classroom | Main Building |
| 11:45 a.m. After School Fun for 2s and 3s begins | Assigned Areas |
| 3:15 p.m. After School Fun for full-day students begins (PreK-6) | Assigned Areas |
| 5:30 p.m. After School Fun ends | |

Phone numbers: Early School – 640-0031

Intermediate School – 640-0032

DAY-TO-DAY OPERATIONS (continued)

TRAFFIC

ALL DROP-OFFS AND PICK-UPS WILL BE ON THE CHURCH SIDE

FOR THE PURPOSE OF SAFETY AND STUDENT ACCOUNTABILITY, ALL CARPOOLS WILL OPERATE FROM THE CHURCH PARKING LOT. ENTER FROM FIFTH STREET AND EXIT ON SIXTH STREET. The front of the School is considered to be the “cow side.” To ensure safe and orderly daily operation of the School, the front of the school is not used for regularly scheduled drop-off and pick-up of students. Only students being dropped off or picked up outside of normal entrance times are invited to use the front of the school,

TRANSPORTATION REGULATIONS SPEED MUST NOT EXCEED 5 MPH!

All cars must remain in line. For the safety of the children, no passing in line is permitted. Children may not exit or enter cars except in designated areas. Unless you are parking and bringing your child into the building, all cars need to go through the carpool line. Students will not be loaded or unloaded into/from cars parked along 6th street. Likewise, please have children enter and exit only from the side of the car facing the sidewalk. These two issues are critical to the safety of your children.

For us to be able to keep track of where a child goes after school, parents must notify the teacher in writing, or call the school office, with any change in regular transportation procedure. If a different person is driving the vehicle, (e.g. father, relative, friend) be sure that person is aware of all procedures, and understands the transportation rules. When changes in the normal transportation procedures for your child are made, it is imperative that the day’s driver, if other than the parent, be notified of any changes in the schedule. Children wishing to visit one another after school must have a note granting permission to do so. These arrangements must be made in advance. The carpool driver must also be notified of the change in schedule.

If a child will be picked up in a different car than normal, please display in the right front window (passenger side), a sign with the student’s last name in letters large enough to be seen from 10 feet away.

EMERGENCY CLOSINGS

In the event of inclement weather, St. Paul’s will close when Waco ISD closes. Please listen to local radio and TV stations for this information. As soon as the decision is made, it will also be posted on the front page of our website.

FIRE AND DISASTER DRILLS

Monthly fire drills are conducted during the school year in accordance with state law. Disaster drills are held periodically in order to teach children the proper procedure in case a disaster should occur.

ACADEMIC INFORMATION

GRADING SYSTEM

The school assesses student progress in many ways:

- Observation
- Formative assessment – non-graded assessment to determine where the child is and help the teacher design appropriate instruction
- Daily work and tests – graded work – this type of assessment increases with the age/grade level of your child
- A portfolio will travel with your child from grade to grade. This collection of your child’s work over time can be a helpful tool for showing growth

Report cards for children in 2s through Kindergarten report on specific knowledge and skills that students should be acquiring. Beginning in first grade, students receive a numerical average for core subjects and a brief narrative summarizes student strengths and areas for improvement. Co-curricular classes report on students’ skills and effort beginning in first grade as well.

HOMEWORK POLICY

St. Paul’s assigns homework that supports the classroom curriculum. Students are asked to be responsible for recording their homework assignments daily (homework assignments for grades 2 through 6 can be verified on-line daily after 4:30 p.m.). Teachers are advised to give a developmentally appropriate amount of homework at each grade level. In general, this is approximately 15 minutes per grade level per day.

This time limit is exclusive of long-term assignments/projects and does not include work for which the student has been given adequate time in class to complete but has failed to do so. If you notice a high level of homework on a regular basis, please contact your child’s teacher and discuss the issue with him/her.

MAKE-UP WORK

Please contact the administrative assistant or the classroom teacher to request make-up work. Information about assignments can be found on the school’s website, and materials needed may be picked up after 2 p.m. on the day of your child’s absence.

Extended Absences: Please make specific arrangements with your child’s teacher in the case of an extended illness. The teacher will work with you on a reasonable timeline for completion of all assignments.

PARENT-TEACHER COMMUNICATION

You can expect a high level of parent-teacher communication from St. Paul’s teachers. You will hear from them several times each grading period regarding your child’s progress. This communication is generally done through e-mail but may also be done face-to-face, by telephone, or in written form.

Parents are always encouraged to confer with teachers concerning their child’s progress. At the end of the first grading period, a specific time is set aside for parent-teacher conferences. At this conference, you will receive your child’s report card and have time to discuss his/her progress with the teacher. Any additional conferences may be scheduled by the teacher or requested by the parent as needed. On conference days students will be released before noon. Conferences are available with co-curricular teachers upon request. Please call the school to schedule one of these at any time.

ACADEMIC INFORMATION (continued)

STUDENT LED CONFERENCES

In the spring semester of each school year, students in Prekindergarten through sixth grade will be given the opportunity to conference with their parents, showing the progress they have made throughout the school year.

This conference time is designed especially for students and parents. If you would like to speak with your child's teacher about his/her progress, please schedule a separate day and time for that conference. Parents of two and three year olds are offered a parent-teacher conference at this time.

STANDARDIZED TESTING

In the spring of each school year, Pre-Kindergarten students, who are enrolled for the following year, may be administered a developmental test of readiness for Kindergarten. These test results are shared with parents and are considered as part of the student's recommendation for Kindergarten. On occasion the school may recommend that a child remain in Pre-K an extra year to mature and prepare for the Kindergarten through 6th grade experience.

Each year, grades 1-6 are administered a standardized test. Test results are shared with parents. The school does not teach to these tests but rather considers the information received from the test as an indication of areas of strength in our curriculum and as an indication of areas that may need strengthening. Teachers study the results of their classes in order to refine their classroom instruction.

In general, St. Paul's students score well on standardized tests. Each student's success is the result of a strong partnership between the school and the family. The experiences provided by families and the school's curriculum support the students' high level of achievement.

ACADEMIC FAIRS

Students in our upper grades are expected to participate in an academic fair during the spring semester. Students need to begin thinking about and planning for their projects/products at the beginning of the year. Teachers will guide students, and much of the work will take place at school. It is important that students produce their own work with **only supervision from parents** and teachers. Students need the opportunity to take pride in a project they have done themselves. This process builds a student's confidence in his/her abilities. Our fourth graders participate in Discovery Fair in which they choose a topic that interests them and research it to understand it in greater detail. Fifth graders complete a Science Fair project. They work through the scientific process to create and test a hypothesis. In sixth grade, as part of the International Baccalaureate Programme, students participate in an Exhibition project. This time is designed to allow students to use all of the knowledge and skills they have gained during their time at St. Paul's and apply it in a new and different way. Students are asked to make an action plan of how they can help the world in relation to the topic they have selected.

ACTION

St. Paul's emphasizes ACTION as a necessary component of good citizenship. There are many community service projects done by our students. However, some actions come out of academic lessons and are initiated by the students as they realize their responsibility to the community. We are very pleased when students initiate this type of ACTION. Please encourage your child to think about how their learning can translate to ACTION. Also, when you see ACTION taking place at home, please inform your child's teacher so that they can document these results of learning.

ACADEMIC INFORMATION (continued)

INSTRUCTIONAL TECHNOLOGY

It is the philosophy of St. Paul's Episcopal School that technology should be used as a tool to inform and support student learning. Upon leaving St. Paul's, students should understand and use with ease many computer applications.

Beginning in Pre-Kindergarten, each classroom will have two computers designated as student computers. These computers will have access to the Internet and all software available at the school. A computer lab is also available with 20 computers. Students will be expected to demonstrate respect for technology equipment in the school. Each student in grades one through six will be asked to sign an agreement yearly, stating their intent to use the technology in a principled manner. Students found not properly using the computers may be placed on suspension from computer use at school. Alternative written assignments will be made available to these students.

Students will begin visiting the computer lab for instruction in the use of hardware and software in pre-kindergarten. Students in pre-kindergarten through second grade will visit the lab once weekly to receive the instruction necessary to bring them to a level of comfortable computer use.

LANGUAGE GUIDELINES

Language is pervasive in all we do. It is our goal that all children be proficient in the speaking, reading, and writing of the English language. We also want children to acquire a working knowledge of a second language. Additionally, we hope that children with mother tongues other than English will feel confident in school and will grow in their knowledge of the English language quickly. At St. Paul's School, we will meet these goals by immersing students in the English language, integrating language into all instruction, and providing support for those who show a need.

All classes, besides foreign language, will be conducted in English. Students will be instructed in speaking, listening, reading, spelling and writing. The scope and sequence of the language curriculum was designed by the school to maximize the language learning opportunities for all students. As often as possible, language arts will be taught in context, in relation to units of inquiry. In the younger grades, teachers may group students according to their ability levels for more specific language learning. At all ages, the classroom will be a print rich environment, where teachers will utilize literature, environmental print, and modeling to engage students.

All students from the age of two will be offered the opportunity to learn the Spanish language in addition to English. At every grade level, students will receive one hour per week of Spanish instruction, which will include a look at vocabulary, conversation skills, and the culture of Spanish-speaking countries.

As needed, students in three-year-olds through first grade for whom English is not the mother tongue will receive an extra hour of English instruction while the rest of the class is participating in Spanish class.

St. Paul's School does not employ special education professionals. Teachers will be proactive in identifying students who potentially exhibit the signs of a learning disability and will work with parents to set up testing with a local professional. All testing and subsequent tutoring will be at the expense of the parent. Students who have been diagnosed with a learning disability will be encouraged to receive individual help and may schedule these tutoring times during the school day. If a family chooses to forego this option and/or the student continues to struggle, the school reserves the right not to offer re-enrollment to that student.

DISCIPLINE POLICY

DISCIPLINE PHILOSOPHY

The discipline policy contained in this Handbook applies to grades 1-6. Discipline in grades Kindergarten and below will be handled by the classroom teacher with support from the Head of School. St. Paul's bases its discipline system on the philosophy of Love and Logic (<http://www.loveandlogic.com/>). It is our belief that students should be responsible for their own problems with adult guidance and that they should be allowed to solve the problems they create in their own way, provided the solution does not cause a problem for others. We believe that students should face consequences instead of punishment whenever possible, and that discipline should be considered to be an opportunity for personal growth. The philosophy of Love and Logic helps to develop the characteristics of the IB learner profile described in this handbook.

The faculty and staff prefer to coach and encourage students to practice these attitudes and behaviors. Research shows that the most successful discipline is established in classrooms and in schools where there is a strong feeling of mutual respect and dignity. Establishing a relationship with each student is critical to this success. Teachers are not their students' *friend*; they are their mentor and role-model.

We expect active communication with parents about any discipline situation and partner with parents in improving a student's attitude and behavior. However, some disciplinary situations must be handled in a more direct manner. These situations will be brought to the attention of the parents, the Head of School, and possibly the Discipline Committee. In this event, the parents may be asked to conference with the Head of School, the child's teacher, and the Discipline Committee if needed.

Mutual respect is an expectation at St. Paul's. To accomplish this, our class routines and school rules and procedures will be well defined. Good discipline is an integral part of learning and it enhances self-esteem. Rules and procedures are stated in a positive rather than a negative tone. Care is taken never to embarrass a child in front of others. Discipline will be done privately and calmly. In addition:

- Teachers will guide and help students solve their problems without creating problems for anyone else.
- Teachers will provide opportunities for students to make decisions and live with the consequences of those decisions, be they good or bad.
- Misbehavior should be handled with natural and logical consequences instead of "punishment" whenever possible.
- Misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- St. Paul's teachers will treat students as individuals, find students' strengths, and expect great things from all students.
- St. Paul's teachers will work to develop positive relationships with all students and parents.

When students do not respond to coaching and encouragement, there are a variety of responses that may be necessary. These responses will be determined by the classroom teacher, Head of School, or the Discipline Committee as needed.

DISCIPLINE POLICY (continued)

DISCIPLINE EXPECTATIONS

The following strict guidelines are in place for the safety and security of all students. They are not to be violated under any circumstance. This list is not all inclusive:

- Fighting, hitting, pushing, shoving, biting, or any other forceful or harmful bodily contact. Bullying, teasing, and intimidation are strictly prohibited. Bullying is an extremely destructive behavior pattern. The school will work directly with any child and his/her parents regarding the issue of bullying. However, no child will be allowed to bully or badger another child without serious action being taken by the teacher and the administration of the school.
- Students may not possess any type of dangerous article.
- Demonstrating inappropriate or disrespectful behavior to fellow students, teachers, staff members, visitors, or other people at school, during a school function, or during a fieldtrip.
- Not showing concern for personal belongings or the possessions of others, including theft. Also, not showing concern for the proper use of school property.

Examples of other actions requiring discipline that are normally handled initially by the classroom teacher include but are not limited to:

- Any item or activity that causes disruptions to the learning environment or to any of the programs for which the school is directly responsible is not acceptable to the school.
- Students are not allowed to be alone in the classrooms, computer lab, or gym.
- Students are not permitted to be in the parking lot unless accompanied by an adult.
- Children are not permitted in the kitchen unless supervised by an adult.
- The vending machines and microwaves are for adult use only.
- Students may not misuse any school facilities and equipment.
- Misuse of the internet and computer lab.
- Disrupting the learning environment and making it difficult for other students learn.
- Being disruptive or unsafe while moving from one area of the school to another, including walking outdoors.
- Playing or being unsafe while in the restroom.
- Possession of electronic devices of any sort, including, but not limited to, cell phones, handheld game systems, and portable music players.
- Gum is not allowed at school.
- Not following the Monday through Thursday uniform dress code on those days. **Consequences:** No casual dress day for the Friday of that week (must wear school uniform on Friday). Repeated offenses will result in referral to the Head of School and possibly the Discipline Committee.
- Not wearing the appropriate dress uniform for a fieldtrip, unless special permission has been given by the Head of School. **Consequences:** No casual dress for the Friday of that week (must wear school uniform on Friday). The student will NOT be allowed to attend the field trip unless an appropriate uniform is brought to school by the parent(s). Repeated offenses will result in referral to the Head of School and possibly to the Discipline Committee.
- Not following the Friday dress code when appropriate. **Consequences:** No casual dress for the following Friday (must wear school uniform). Repeated offenses will result in referral to the Head of School and possibly to the Discipline Committee.

DISCIPLINE POLICY (continued)

DISCIPLINE PROCEDURES

If a student's actions, dress, or possessions cause a problem for anyone else, he or she will be asked to solve that problem. The following outlines the normal process for discipline:

- If a student cannot or chooses not to solve the problem, appropriate consequences will be imposed by staff members and a notation will be made by the teacher or staff member using a **Notice of Concern** Form. The parent will be contacted by the classroom teacher for any discipline situation that requires referral to the Head of School or Discipline Committee. Teachers will maintain a **Behavior Log** in order to track trends in student behavior.
- If the student receives three **Notice of Concern** forms within a nine week grading period, he or she will be sent to the office of the Head of School with a **Conduct Referral** form. At this time the student will develop a plan to correct the behavior with the Head of School. A copy of that plan will be sent home to be signed by a parent and **must be returned to school the next school day. A copy of the Conduct Referral form will be kept in the Head of School's office.**
- If there is one more behavior infraction during the same nine week grading period, the student will be referred to the Discipline Committee using the **Major Incident – Disciplinary Referral** form, for further disciplinary action. Exceptions to this policy are listed below – most of which indicate immediate referral to the Head of School or Discipline Committee.
- If a student and/or parent feels that the consequence appears not to be appropriate or warranted, they may request a conference with the teacher, Head of School, or Discipline Committee to review the situation and information. The administration has the final word on all disciplinary actions. The School Board is limited to ensuring that due process was followed in the decision(s).

The Head of School may request that the Discipline Committee meet at any time and for any discipline situation. The Discipline Committee may also request to take action with a majority vote of the committee.

In the event that the Head of School is off campus for an extended period of time, all discipline will be referred to other administrators who have the authority to act on behalf of the Head of School for all discipline situations with the exception of those that might require permanent removal from school. Only the Head of School can expel a student from school.

DISCIPLINE POLICY (continued)

DISCIPLINE COMMITTEE

The Discipline Committee is charged with hearing cases of student discipline as outlined in the Discipline Policy. They may also be charged by the Head of School to consider any disciplinary cases brought forth by the Head of School or ask to take action on a case with a majority vote of the committee. Such cases include major infractions, chronic minor infractions, and any cases deemed necessary by the administration.

- If a student and/or parent feels that the consequence appears not to be appropriate or warranted, they may request a conference with the teacher, Head of School, or Discipline Committee to review the situation and information. The administration has the final word on all disciplinary actions. The School Board is limited to ensuring that due process was followed in the decision(s).

The members of the Discipline Committee (3 – 4 faculty and/or staff) will be selected by the Head of School at the beginning of each school year and will be representative of the different grade levels and co-curricular classes. Members will be asked to serve a 1-2 year term. The Head of School will also appoint a Discipline Committee Chair.

When needed, the Committee will convene as soon as possible. The committee will review the student's record. The case will then be explained to the student, who will then have an opportunity to provide any information or explanation relevant to the case. After all questions have been asked by the Committee the student will leave the meeting. The student may have a teacher or staff member act as an advocate when meeting with the Discipline Committee.

In its deliberations, the Committee will be very sensitive to the rights and confidentiality of all persons involved. After discussion the Committee will vote on the recommendation to be made to the Head of School using the **Discipline Committee Report of Action**. The Head of School will make all final decisions.

The Discipline Committee Chair will communicate with the parents prior to any major disciplinary action from the school. In the most serious cases involving expulsion the Head of School will contact the parents with the school's response.

DRESS CODE

Please print your child's name on the tags of all uniform and other clothing worn to school. This will help us get the clothing back to its rightful owner.

UNIFORMS

St. Paul's requires that all students wear a uniform Monday through Thursday of the school week. The uniforms must be purchased from Land's End using the St. Paul's School Code: **900135773**.

Boys' Everyday uniform:

- Khaki or navy pants or shorts
- Designated colors of Polo shirts (long or short sleeve)
- Brown belt
- White socks

Girls' Everyday uniform:

- Khaki or navy pants, jumper, or skirt (2s and 3s may wear khaki or navy shorts)
- Plaid jumper or skort
- Designated colors of Polo shirts (long or short sleeve)
- Brown or plaid belt with pants
- White socks or tights
- Skorts, skirts, and shorts must be no more than 3 inches above the knee when kneeling.
- Skirt and jumper options require navy bike shorts

All Students:

- Any shirt worn under the uniform shirt must be white. T-shirts sleeves should not show.
- Any sweater, sweatshirt, or coat may be worn to school but must be removed inside the school except for those with appropriate St. Paul's logos.
- Inside the school students may only wear the designated sweaters, sweatshirts, vests and jackets with the St. Paul's logo.
- Shirts must be tucked in at all times.
- Athletic-type tennis shoes, predominately white, brown, blue, or black must be worn **every** day

Dress uniform for special occasions (required):

1st through 6th

- Girls – Plaid skort or jumper with white Peter Pan shirt (short or long sleeve), white knee socks or tights, and navy Mary Jane shoes. Optional navy cardigan and hair bow or head band in navy, white, or dress plaid.
- Boys – Navy dress pants and blue pinpoint shirt (short or long sleeve), brown belt, white socks, and brown all-weather moccasin. Optional navy sweater vest

PreK & Kinder

- Boys – navy pant & light blue polo
- Girls – plaid skort or jumper & white Peter Pan collared shirt

2s & 3s

- Boys – navy pant or short & white polo
- Girls – navy pant or short & white polo

DRESS CODE (continued)

The dress uniform may be worn any and all days but must be worn on field trips and for special events.

When students do not arrive in their uniforms on required days, parents will be contacted to bring missing uniform as required. Please check to see that your child is appropriately dressed each day before leaving the house. This will prevent an inconvenience to you and loss of learning time to the student.

FRIDAY DRESS REQUIREMENTS

All students at St. Paul's Episcopal Day School are expected to dress neatly and in a manner that does not distract from the learning environment. A daily uniform is required Monday through Thursday. Friday is a free day. However, dress on Fridays must meet the following guidelines:

- Students will not be allowed to wear frayed jeans or frayed shorts of any kind.
- Oversized, baggy jeans/pants are not to be worn.
- No tank tops for boys or girls.
- Sleeveless tops worn by girls must cover undergarments and must have shoulders of at least 3 inches.
- Sleeveless tops may not be worn by boys.
- Students may not wear transparent clothing or clothing that leaves the back, shoulders or midriff exposed.
- Shirts must cover the midriff/stomach area when arms are raised above the head.
- Articles of clothing with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any illegal substances are not to be worn.
- Pants, jeans or skirts may not touch the ground.
- Short shorts or short skirts are not to be worn. **Shorts and skirts should be no shorter than 3 inches above the knee as measured when kneeling.**
- Shirts must hang no longer than 5 inches below the waist.
- Students must wear socks and tennis shoes. Please keep in mind that there is no time allotted for changing shoes for physical education classes. No open-toed shoes of any kind are permitted.
- Students may not wear make-up.
- For reasons of safety, only post-type earrings are allowed.
- Hats, handkerchiefs, and sunglasses are not to be worn in the buildings.

EARLY SCHOOL DIVISION CLOTHING

On Fridays, children in Early School Division (2 -PreK) and kindergarten should be dressed comfortably in clothes they can manage themselves. All removable clothing must be marked clearly with the child's first and last name. Please do not let students bring umbrellas. A complete change of clothing, in a plastic bag marked clearly with the student's name, should be sent to the classroom teacher. Two-year-old children will be given a list of supplies needed, such as diapers.

HAIR

Only natural color hair is permitted at school. All boys must keep hair trimmed above the collar in the back and above the eyebrows in the front. Girls' hair should be trimmed and styled so that it will not be a distraction during school hours.

MEDICAL AND SAFETY INFORMATION

STATE VACCINE REQUIREMENTS

A current immunization schedule must be on file at the school for each student. Check with your child's doctor for current requirements. If your child receives a new immunization or booster during a doctor's visit, please ask the doctor's personnel to fax or mail us an updated schedule. Students may not attend school without having completed all immunization requirements.

FEVER POLICY

Parents will be called to pick up a student if his/her temperature exceeds 100.4 degrees F. Children may not return to school until they are free of fever, without medication, for 24 hours.

MEDICATION

The home and the school must work together to foster good health habits for the child. All prescription medication and non-prescription medicines, such as aspirin, Tylenol, Advil, cough syrup, cough drops, etc., to be taken by a student during school hours must be left in the school office to be dispensed by school personnel or the child's parent. There are NO exceptions to this rule. A parent must fill out a Medication Consent Form and bring it with the medication to the school office before medication of any type (prescription or non-prescription) may be dispensed. The medication must be in its original container, and properly labeled with the child's name clearly written on it. Medication forms may be obtained in the school office.

COMMUNICABLE DISEASES

In the event a child contracts a contagious disease, a physician's statement that the child is no longer contagious may be required before the child will be admitted to class.

- Chicken Pox - 7 days (Infectious 1 day before eruption and 6 days after)
- Impetigo - Until healed or non-infectious as evidenced by a written statement from physician
- Measles - 7 days after appearance of rash
- German Measles - Until symptoms of fever, sore throat and rash are gone
- Mumps - Until all swelling is gone
- Pink Eye - Until recovered, or physician states condition is not infectious
- Ringworm - May attend school, provided the infection remains under treatment of a physician and all areas of infection are covered.
- Strep - A child with a strep infection must be free of fever for a full 24 hours after being placed on an antibiotic. If the antibiotic needs to be taken during school hours, it must be left in the school office to be administered by school personnel as outlined under the section "Medication". If no antibiotic is given, a note from the doctor is required stating that the child is under his/her care and can safely be admitted to class. If the child is not under a doctor's care, he/she must stay home from school for seven days.
- Lice – May attend school after treatment with a Lice Medicated Shampoo and screening by school personnel. Second treatment should be given 7-10 days after the first
- Pinworm – Must inform school of diagnosis and treatment by a licensed physician

MEDICAL AND SAFETY INFORMATION (continued)

FIRST AID

The school attempts to provide an environment in which children will be safe from accidents. If an accident occurs, first aid will be administered, parents will be notified, and, if necessary, further emergency action will be taken. Any injury that has a potential of medical care, will be reported on an accident report and that report will be kept on file in the school office. If a child becomes ill and needs to go home, every effort will be made to notify the parents. At times when parents cannot be reached, another authorized person will be contacted. For this reason, it is imperative that emergency information be on file at the school. Please notify the office of any changes in emergency information.

MEDICAL AND DENTAL APPOINTMENTS

Scheduled appointments that cause a student to be late for school, or to be absent part of the school day, require a written note, e-mail to the teacher and office, or phone call to the office on the preceding day. Upon arrival at school, the parent must report to the office to sign the student out of and back into school. If possible, please contact the teacher about the best time of day for your child to be gone.

For the protection of students, a child will be allowed to leave school during school hours with an authorized person only. Please do not expect the school to send your child to your car. The person authorized to pick up the student must enter the school and sign in at the office. The Administrative Assistant will assist in getting the child from his/her classroom.

SCREENING

St. Paul's will screen children for hearing and sight and developmental progress. Parents are notified of any condition identified during these screenings.

STUDENT ACTIVITIES

CHAPEL AND CHRISTIAN EDUCATION

The Christian atmosphere brings meaning to our daily life at St. Paul's Episcopal Day School. Children attend chapel services in the children's chapel or in the church sanctuary. The content of the homily (sermon) is directed by the church calendar. Services consist of hymns, prayers, a children's creed, a birthday observance and a brief story, and are conducted by the staff or clergy of St. Paul's Episcopal Church.

Godly Play for 2s through Kindergarten

2 year olds through Kindergarten will attend Godly Play once per week. Christian Education will also be reinforced in the classroom.

Chapel/Christian Education for grades K-6

Students in grades 1-6 attend a formal chapel service twice weekly and Kindergarten attends once each week. These students are also instructed in Christian education once per week. On Fridays, all participate in a more casual chapel, usually consisting of a sing-along and presentation of scripture through drama or dramatic reading.

FIELD TRIPS

Field trips are planned by the teachers and are related to the curriculum. Often, parents are asked to assist with field trips. For the safety of our children, each vehicle will have two unrelated adults. This may be difficult as so many parents both work outside the home, so we ask your support in this effort to ensure safety for every child at St. Paul's.

A safety issue: We enjoy having parents on field trips and appreciate the assistance you provide during these learning experiences. Please do not bring along younger siblings, as they can be distracting and prevent a parent from helping the teacher supervise students to ensure their safety.

A Field Trip Permission Slip must be signed and on file in the school office before a student may go on a field trip. Parent drivers must have the Field Trip Transportation Form and a copy of their proof of insurance and driver's license on file in the school office. The adults who transport children on field trips must have criminal background checks.

OUT OF TOWN FIELD TRIPS

Grades 1-6 offer opportunities for many educational experiences outside the school. In town field trips are covered by the student activity fee paid at the time of enrollment. Out of town field trips, however, are an extra cost for parents. Students in grades 3-6 may have one out of town field trip related to the curriculum each year.

Fourth through sixth graders are given the opportunity to spend time at camp each fall. Fourth and fifth graders spend three days at Camp Allen. Sixth graders attend a four day Environmental Leadership Camp at Mo Ranch in Hunt, Texas.

Sixth graders often take a spring trip. This trip is optional. While the school does not sponsor this trip, it supports the concept and the great learning experiences made possible by this trip. In the past, this trip has been to Washington, D.C.

STUDENT ACTIVITIES (continued)

EXTRA-CURRICULAR ACTIVITIES

St. Paul's offers students the opportunity to participate in interscholastic sports (3rd-6th grades) as well as cheerleading (K-3rd girls). All extra-curricular activities must take place outside of normal school hours.

We believe that offering athletic opportunities allows our 3rd through 6th grade students to live a balanced life. We also believe that maintaining an academic standard has priority at the school. In the event that participation in athletics appears to be negatively affecting a student's academic performance, all effort will be made by the school to help the child improve academically while still maintaining his/her membership on the athletic team. However, if the child's academic average continues to decline and/or the child takes no responsibility in maintaining both school and sports, the school reserves the right to remove the child from the athletic team in which he/she is participating for as long as the school deems necessary.

PERSONAL ITEMS AT SCHOOL

Toy guns, knives, war toys, or other simulated weapons are not permitted. Teachers may designate certain "show and tell" days. On those occasions, items should be in a bag with the child's name on it. Other than for sharing days, all toys are to remain at home.

Electronic devices of any sort, including, but not limited to, cell phones, handheld game systems, and portable music players should be left at home. Teachers may take up any such devices and return them directly to the parent at a later time.

SNACKS

The school asks that careful attention be given to providing students with nutritional snacks. Also, please be aware that several food allergies are present in the school, including severe peanut allergies. All students bringing peanut snacks will be required to wash their hands after consumption.

In the younger ages, each child acts as snack host. S/he brings snacks several times a year for his/her class. Children will be offered water with snacks. Your child's teacher will send a snack schedule home.

Grades 1-6 students may bring an individual snack to be eaten at a time designated by the teacher. These should also be nutritional. No drinks may be sent for snack purposes except water.

SCHOOL LUNCHES

Carbonated beverages are discouraged and may not be purchased at school. Please do not send glass containers. ***Microwave ovens and refrigerators are not available for student use.***

Students through 2nd grade will eat lunch between 11:45-12:15 and 3rd through 6th grade from 12:20-12:50 in the Parish Hall. If delivering a lunch, please deliver lunches to the office by five minutes prior to your child's scheduled lunch-time. Please do not deliver the lunch directly to your child as this is disruptive to the classroom routine.

A hot lunch option is available each day. Orders for hot lunches are placed in advance. Milk may also be purchased whether ordering hot lunch or not.

STUDENT ACTIVITIES (continued)

Space is not available at student tables for families to join a class. Parents who come to eat with their child(ren) will be given a separate space to eat.

HOLIDAY AND PARTY INFORMATION

St. Paul's School follows the Episcopal Church calendar. This means we observe a period called "Lent" prior to Easter. During Lent, we do not have Easter parties or any other parties. A class may schedule an Easter party following Easter Sunday, if it so chooses. Students do have Halloween, Christmas and Valentine parties.

On Halloween, Christmas and Valentine's Day, classes host parties. Room mothers are responsible for these parties and they should be kept *as simple as possible*. **Parties will be held at the end of the school day and should not exceed one hour for 2 year olds-second grade, two hours for third-sixth grade.** We believe children do not need elaborate parties in order to enjoy celebrating special holidays.

EARLY SCHOOL BIRTHDAYS

KEEP IT SIMPLE - Birthdays may be celebrated during snack times. The student who is celebrating a birthday will be given the responsibility for bringing birthday treats on a date close to his/her birthday.

GRADES K-6 BIRTHDAYS

On or near their birthdays, students may bring a treat to share **during the lunch period or during a snack time designated by the classroom teacher**. Instructional time is not used for birthday parties.

PRIVATE PARTIES

Invitations to private parties may not be given out at school. Please remember to protect the feelings of ALL children in the class. Being excluded is a painful experience at any age.