



# PARENT/STUDENT HANDBOOK

# 2023-2024



**ST. PAUL SCHOOL**  
THE CATHOLIC COMMUNITY  
OF PRINCETON



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## MISSION STATEMENT

St. Paul School is a Catholic community centered on instilling the teachings of Jesus. We are called to prepare students of character - spiritually, emotionally, academically, and socially, by cultivating respect for all God's creations with emphasis on the Catholic social teachings, providing the highest quality education in a diverse educational environment that will empower children to develop their God-given talents, and provide experiences and activities that will enable students to assume a value-centered role in society.

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St. Paul School is a ministry of St. Paul Parish, under the jurisdiction of the Diocese of Trenton. As such, this school follows all doctrines and teachings of the Roman Catholic Church and operates under the authority of the Bishop of the Diocese of Trenton with the administration of the Department of Catholic Schools.

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Any action or comment that is viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, on the internet, or during the school day.

# OVERVIEW/GENERAL INFORMATION

## PREFACE

The Parent/Student handbook is designed to assist parents/guardians and students in understanding the policies and the regulations of St. Paul School. It serves as an avenue of cooperation between the home and the school. The policies contained in this document comply with the policies of the Diocese of Trenton.

## PURPOSE AND USE OF HANDBOOK

This handbook exists to foster the efficient operation of St. Paul School. To meet this objective, the parish/school administration is given flexibility and the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

## AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the parish/school administration. Policy changes may occur throughout the year. If changes are made to the handbook, parents/guardians will be notified in a timely manner. These changes will become policy as soon as they have been communicated to the parents/guardians and students.

## SPIRITUAL LIFE PROGRAM

Religious Education is a major subject in all Diocesan schools. Taking religion yearly is considered a graduation requirement. No student will be exempt from participating in the religious education program at any grade level.

The content of the religious education program at St. Paul School is the authentic teaching of Jesus Christ and the Catholic church. Formal religion classes are not the only occasion for religious instruction.

Time will be provided for liturgical celebrations with student and faculty participation.

Daily prayer will be regularly scheduled along with other types of religious programs designed to foster and exemplify the faith.

The non-Catholic student is welcomed at St. Paul School. The non-Catholic student is expected to understand and agree that the school exists to educate within the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services that are provided for students during the school year with the exception of the reception of Holy Eucharist. A blessing will be provided for non-Catholics during the reception of the Eucharist.

## ACCREDITATION

St. Paul School is accredited by AdvancEd/Cognia and the Middle States Association of Colleges and Schools.

## NON-DISCRIMINATION POLICY

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

## STUDENT ADMISSION AND REGISTRATION

### POLICY ON ADMISSION

Preference will be given to candidates for admission in the following ways:

- Siblings of current students
- Members of St. Paul Parish
- Catholics who belong to other parishes
- Non-Catholics

### NEW APPLICANTS

- A one-time initial administration fee per family
- An activity fee for each child in grades K-8
- A STEM fee for each child in grades K-8

### REGISTRATION

The following will be completed electronically through the St. Paul School TADS site:

- Completed Registration Packet
- Current Immunization record
- Copy of Student's Baptismal Certificate (if Catholic)
- Copy of Student's Birth Certificate
- Letter of Verification from Pastor regarding parish membership (if Catholic) – not necessary for St. Paul parishioners

*(All admissions information may also be found under the "Admissions" section of our website)*

## REGISTRATION PROCEDURES FOR NEW APPLICANTS' REGISTRATION FEES NEEDED FOR REGISTRATION

### *For Pre-K*

- Follow the Age Requirements of Local Public School District in which the child resides
- Students must be toilet trained

### ***For Kindergarten***

- Follow the Age Requirements of Local Public School District in which the child resides
- Letter of Recommendation on school letterhead from current Preschool Teacher or Director
- Any existing academic evaluation reports

### ***For Grades 1-8***

- A copy of all standardized test results
- A copy of all previous report cards – including current year if registering mid-term
- Child Study evaluation reports (if applicable)
- Disciplinary reports (if applicable)
- Letter of Recommendation on school letterhead from current Teacher or Principal
- A one-day visit to St. Paul School is required for all students

### ***Re-Registration Requirements***

- Re-registration is dependent on all financial obligations from the previous year being met
- A non-refundable re-registration fee is required
- An activity fee for each child in grades K- 8
- A STEM fee for each child in grades K – 8
- Re-registration will take place before the registration of new students

### ***Transfer Students***

A transfer notification, the most recent report card, standardized test scores and a letter of reference from the previous school are required. The parents/guardians of all transfer students must sign a probationary contract before the student is allowed to attend the school.

## **HEALTH SERVICES**

Students' well-being and a healthy school environment is a top priority. The goal of the school nurse is that children will be in optimal health to attend school and be ready to learn. The full-time school nurse is available during the regularly scheduled school day. The office is located in the back of the gym. The nurse can be reached directly at 609-921-3377. The nurse will conduct annual health screenings, care for ill and injured students and maintain confidential health and immunization records on every student.

### **IMMUNIZATION**

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL requires all students adhere to the required immunizations to attend school. The Diocese of Trenton does not offer religious exemptions. If a medical exemption to immunization is required, parents/guardians must submit



written information from the student's health care provider along with a written request to the Superintendent of Catholic Schools.

A STUDENT WHOSE IMMUNIZATION RECORDS ARE INCOMPLETE WILL NOT BE ADMITTED TO SCHOOL.

\*All kindergartners, 3rd, and 6th graders, and all new students entering St. Paul School are required to have physical exams by a health care provider per NJ State law.

## SCREENINGS

The following screenings are done annually in accordance with New Jersey state laws:

- Height, weight, blood pressure and vision – K-8
- Hearing – K-4, 6, 8
- Scoliosis – Grades 5 & 7 (A permission note will be sent home prior to this screening)

Parents/Guardians will be notified of any findings that are outside normal limits and will be advised to seek further evaluation.

## INJURY AND ILLNESS

The school nurse administers first aid for injury or illness occurring during school hours according to medical protocol. In case of student injury or illness the parent/guardian will be notified promptly. It is essential that emergency contact information remain updated, and the school nurse should be alerted with any changes during the school year.

There are times when a student should remain at home for their own best welfare and the protection and health of other students. A student should not be in attendance and will be sent home with any of the following:

1. Vomiting and/or diarrhea – children should not have had diarrhea and/or vomiting for 24 hours before returning to school.
2. Fever greater than 100 degrees – Children should be fever-free for 24 hours without the use of fever-reducing medications, before returning to school.
3. Persistent dry or productive cough.
4. Unexplained rash on any part of the body.
5. Crusty drainage and/or unexplained redness of one or both eyes.
6. Cold symptoms associated with fever and/or lethargy. A constantly runny nose, especially in a child who cannot wipe or blow his/her own nose effectively.
7. Sore throat accompanied by white “dots” on throat and/or fever.
8. Children being treated with antibiotics should be on medication for 24 hours before returning to school.
9. There will be other instances that keep a child home from school. If your child becomes sick at school, the nurse will contact you to take your child home.

If a student injures themselves outside of school, please send a note from your child's health care provider regarding treatment plan and school limitations and the length of time the limitations/restrictions are to remain in effect.

## ADMINISTRATION OF MEDICATION

Prescription and non-prescription medications may be administered during school hours. Any medication that is to be administered during school hours:

- A. Must be accompanied by a note from the parent/guardian.
- B. The prescription must be in the original container with the child's name, date, name of medication, dosage, frequency to be given. (Many pharmacists will provide a separate container for school).
- C. Over-the-counter items must be in the original packaging.

If your child has a condition that may require emergency medications for allergies, asthma, seizures, or other medical conditions, please notify the nurse PRIOR to the first day of school to fill out the appropriate medication form. They must have the medication available in school and an Emergency Action Plan must be on file from their health care provider. Epi pens and inhalers, provided by the parent/guardian, are kept in the school nurse office.

## NUT ALLERGIES

All classrooms are nut-free. This includes peanuts, tree nuts and nut by-products. NO nut product may be consumed in the classroom.

Students may NOT bring any nut product to class picnics or field trips.

All food treats provided for birthdays or class parties or special events (school dances, etc.) must be nut free.

Students MAY continue to bring nut products for lunch in the cafeteria, where hand washing facilities and nut free tables are available.

## POLICY ON CHILD ABUSE

Statutes concerning child abuse can be found under Title 9. Children--Juvenile and Domestic Relations Courts. In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE (1-877-652-2873). If a student reports abuse/neglect of any kind, we will follow the state law on reporting. Additionally, all staff and volunteers at St. Paul School are required to attend Virtus training/Protecting God's Children and receive regular updated education.

## EMERGENCY INFORMATION AND CHANGE OF CONTACT

An emergency record form is provided to each student on the first day of school. Parents/guardians are required to review and submit any changes. It is essential that the school have emergency contact information of people who may be called in the event of a serious illness or injury. This information must be updated during the school year if changes are made.

# ST. PAUL SCHOOL DAY AND SCHOOL HOURS

7:20am	Doors open for bus students only upon arrival
7:30am	Doors open for all other students
7:55am	Students report to homeroom
8:05am	Classes participate in Morning Prayer & Flag Salute
8:15am	Classes begin
11:15-12:45pm	Lunch periods (four 20-minute lunch periods)
2:20pm	End of day prayer/bus student dismissal
2:30pm	Final dismissal (cars, walkers, after care)

Please note that dismissal on half-days is 11:45am. The school's responsibility for supervision of students begins at 7:30am and ends at 2:30pm. For children properly enrolled in the school's extended care program, the school's responsibility for supervision begins at 2:30pm (11:45am on half-days) and ends at 5:30pm.

## ARRIVAL/DISMISSAL PROCEDURES

School begins at 7:55am and dismissal is at 2:30pm. During morning drop off and afternoon pick up, enter the school property through the cemetery entrance on Spruce Street.

You will NOT be able to access the supervised school area drop off by entering the parking lot via Moore Street or Nassau Street.

### *Morning Drop-Off*

Supervised drop off begins at 7:30am until doors close at 7:55am. After 7:55am, students report to the Main Office for a late pass.

Cones will be set up to guide you to form a SINGLE lane of cars leading to the drop off area and to exit school property by making a left on Moran Avenue.

Please pull the car up just beyond the cafeteria door and drop your child off from the PASSENGER SIDE ONLY. Someone will be able to assist your child if they have bulky items.

For Child Safety DO NOT:

1. Use a cell phone.
2. Get out of your car.
3. Pull around another car.

4. Park in the area behind the church or in the lane between the church and the rectory.

### *Afternoon Dismissal Procedures and Pick-Up*

1. Enter the school lot from Cemetery Lane and form a double lane of cars.
2. The first cars should pull up to the stop sign. All other cars should pull as far forward as possible.
3. Do NOT Park in the area behind the church.
4. PLEASE DO NOT LEAVE YOUR CAR. Teachers will be escorting your children to your car.
5. FOR THE SAFETY OF THE CHILDREN, PLEASE DO NOT MOVE YOUR CAR WHILE STUDENTS ARE LOADING.
6. Please do NOT use a cell phone.
7. Do NOT pull around another car.
8. To exit the parking lot, please wait for the traffic control person to direct you.

## EARLY DISMISSAL AND EMERGENCY CLOSINGS

Planned early dismissals and closings will appear on the school website calendar.

Emergency early dismissals will be rare. Should this occur, parents/guardians will be notified via our instant alert messaging system, and it will be posted on the school website. If there is a change in the way the student should go home during an emergency early dismissal, a parent/guardian must call the office with this information.

If there is no emergency early dismissal, but the parent/guardian deems it necessary to pick up children due to weather conditions or another situation before the regular dismissal, the parent must report directly to the office.

It is imperative that all families keep their contact information up to date to receive automated announcements. Contact the main office with any changes to your contact information.

## POLICIES

### ATTENDANCE - OVERVIEW

Excessive absences, tardiness, and early dismissals are a hindrance to the teaching and learning process. Parents are urged to keep these to a minimum.

There are no excused absences.

A student may not participate in or attend any extracurricular activity (i.e., dance and after school activities) on the day he/she is absent.

### *Punctuality, Late Arrival, Early Pick-Up*

Regular and punctual attendance is important for each student. All students need to be in school by 7:55am. Lateness will be reflected on the report card.

A student who is late must report to the main office for a late pass, which is to be presented to his/her teacher. No student will be admitted to homeroom without this late pass.

Parents are encouraged to schedule doctor appointments outside of school hours. Although we understand that there are circumstances that cause a student to arrive late or leave early, it is important that students not miss instructional time.

Any early pick-up requests must be given to the child's homeroom teacher in writing, or a parent/guardian can call the main office with a request for early pick-up.

EARLY PICK-UP REQUESTS SHOULD BE KEPT TO A MINIMUM AND MUST BE COMPLETED BY 2:00pm IN ORDER TO ENSURE ORDERLY DISMISSAL.

Consistent tardiness and early departure of students impedes their ability to be prepared and organized for the school day. Excessive tardiness or early pick-up will require an administrative review. This may require a parent/guardian meeting with the administration.

### *Student Absences*

It is important that children be present each day that school is in session unless illness or other serious reasons prevent attendance.

ALL absences must be reported to the nurse. If no call has been received, the school nurse will make a reasonable effort to reach a parent/guardian by phone/email to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours for their safety.

An absence due to hospitalization or serious conditions requires a doctor's note.

Students will be given the work that was missed and will be allowed the same number of days to complete the work as they were absent. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments.

## DISMISSAL TO TOWN

Parents/Guardians must also send in written permission if a student is going into town at dismissal. We cannot release a student without this permission. Permission may also be given via a phone call to the main office. Students must be in the third trimester of 6th grade or older to walk into town unaccompanied by a parent or guardian. Students may not get changed out of uniforms at school. Students may not leave bookbags at school or church.

## COMMUNICATION FOLDERS

Each Tuesday, a communication folder will be sent home. This folder will contain information of importance. Parents/Guardians are asked to look for this folder on Tuesday, to remove its contents, and use the folder to return requested material and forms to school the next day. Every Tuesday, parents and guardians will receive a weekly communication e-mail from the Principal.



## CONFERENCES

Scheduled conferences will occur in the fall. However, parents/guardians may request a conference with teachers at other times. Any parent/guardian wishing to meet the principal or teacher is asked to schedule an appointment. Teachers will not be able to schedule an appointment at times that could conflict with teaching or supervisory duties. Unscheduled conferences are not permitted nor is it appropriate to discuss a child's progress while the teacher is supervising a class, whether it is in the classroom, on the playground, during dismissal, etc. Parents/guardians are asked to only contact the staff members through the school phone numbers or emails. Should an academic or social problem arise regarding a student, parents/guardians must first consult with the teacher before meeting with the Principal.

## COURT ORDERS

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian or of either parent/guardian if there is joint custody, to provide the school with the most current official copy of the court order. The custodial parent/guardian may wish to supply the Principal with the "custody section" of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations. It is the policy of St. Paul School to provide duplicate communications to both parties involved in the custody of their children. (i.e., report cards, notices of events, etc.)

## DOCTOR/DENTIST APPOINTMENTS

Medical and dental appointments should be made after 2:30pm. Parents/guardians are urged not to seek early dismissal from school unless it is an emergency. Should an early dismissal be unavoidable, a written request or a phone call by the parent/guardian is needed. A parent/guardian or someone appointed by the parent/guardian must sign out the student in the main office.

## EMERGENCY AND FIRE DRILL BEHAVIOR

One fire drill and one emergency drill are held each month during the school year. Proper conduct is taught to the students. Violations of the safety codes of a drill by inappropriate behavior, talking or running will be subject to consequences.

## EMERGENCY INFORMATION/CHANGE OF CONTACT INFORMATION

SEE ALSO HEALTH SERVICES - An emergency record form is provided to each student on the first day of school. Parents/guardians are required to review and submit any changes. It is essential that the school have emergency contact information of people who may be called in the event of a serious illness or injury. This information must be updated during the school year if changes are made.

## FIELD TRIPS

St. Paul School will conduct educational and community building field trips. Before the scheduled trip, parents/guardians will receive a letter accompanied by the official Diocesan permission slip, which must be returned by a specified date. Students who fail to submit the proper, unaltered form

will NOT be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. All field trips will be properly and adequately supervised. These trips are a privilege and may be denied to any student if he/she fails to meet academic or behavioral requirements.

## GRADUATION REQUIREMENTS

St. Paul School graduates must meet the prescribed course of study required by the Diocese of Trenton. In the event a student does not meet these requirements, the student will not receive a diploma until necessary courses are completed. All financial obligations must be met. Diplomas will be granted to all students who meet SPS academic and behavioral requirements.

## HONORS AND HIGH HONORS

Students in grades 6-8 will receive “High Honors” if a 93 or above is achieved in all core content areas and if they achieve a 3 or 4 in all enrichment subjects. Students will receive “Honors” if an 85 or above is achieved in all core content areas and if they achieve a 3 or higher in all enrichment subjects.

## HOMEWORK

Homework is assigned to supplement or reinforce schoolwork and aid in developing the student’s study habits. Parents/Guardians should support and encourage children to do their homework and not do it for them. Reading and study assignments are as important as written assignments. Incomplete homework will affect a student’s grade. Parents/Guardians will be notified in this event.

### *Time Allotment by Grade*

Homework is assigned in relation to the age and maturity of the students. The suggested time allotment for homework for each grade level per night is:

- |                            |                       |
|----------------------------|-----------------------|
| ○ Kindergarten and Grade 1 | 0-20 minutes          |
| ○ Grade 2                  | 20-30 minutes         |
| ○ Grade 3                  | 30-40 minutes         |
| ○ Grade 4                  | 40-45 minutes         |
| ○ Grade 5                  | 50-55 minutes         |
| ○ Grade 6                  | 1 hour                |
| ○ Grades 7 and 8           | 1 hour and 20 minutes |

### *Request for Homework During Illness*

When requesting homework, parents/guardians should email the teacher(s) by 10:00am to receive the homework by the end of the school day. Homework can be sent home via another student/sibling or picked up in the office by a parent/guardian.

## PARTIES - IN-SCHOOL OR OUT OF SCHOOL

In-school celebrations occur periodically throughout the school year. Nut products may NOT be served at any school events.

Participation in school celebrations may be denied to any student if the student fails to meet academic or behavioral requirements.

Invitations for out-of-school parties may not be distributed in school or on school grounds unless ALL students are invited.

## REPORT CARDS

The report card will be electronically accessible through the Genesis Parent Portal three times per year for students in grades K through 8. Students in grades Pre-K, will receive report cards three times per year. Parents of students in grades K-8, may access student progress through the Genesis Parent Portal at any time.

## RECORDS

The rights provided by FERPA to a parent include but are not limited to:

Access to Education Records Under FERPA, a school or State educational agency (SEA) must provide a parent with an opportunity to inspect and review their child's education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request. A school or SEA is generally not required to provide copies of the education records unless circumstances effectively prevent the parent from exercising the right to inspect and review the education records. For example, if a parent who does not live within commuting distance of their child's school requests that the school provide access to his or her child's education records, the school would be required to make other arrangements for the parent to inspect and review the requested records, or to provide a copy of the requested records.

## TRANSFER REQUESTS

Parents/Guardians wishing to transfer students from St. Paul School must notify the Principal and Administrative Assistant as soon as possible and must sign a Release of Records form. The date of departure of the student(s) is required and an exit conference is requested.

## TRANSPORTATION/BUS CONDUCT

Bus transportation is provided by several districts. Contact the school office to determine if your district provides busing. Those districts not providing busing give "aid in lieu of" if the district's criteria are met. Parents/Guardians must complete a transportation form to qualify for either busing or "aid in lieu of." St. Paul School reserves the right to subject any student who endangers their safety/well-being or that of another to disciplinary action, including, but not limited to, suspension of the use of the bus or the permanent removal of said student from the bus. Students are expected to uphold the disciplinary code.

## TUITION POLICY/FINANCIAL OBLIGATIONS

Tuition payments are to be made through TADS.

- Tuition payments are due based on your TADS contract
- Late fees may be imposed through TADS as per the tuition contract.

Other financial obligations include:

Participation in one of the two major fundraisers or pay the cash equivalent. These fundraisers are:

- 10 Week Club
- Lions Chase 5K

Family agreement to volunteer a minimum of fifteen credits per year or pay a “per credit” fee.

## VACATIONS - FAMILY

Family vacations during the school year are strongly discouraged. However, there may be times when students might miss school for an extended period due to sickness or unexpected family commitments. These situations will be addressed individually. Children will not be given work in advance of vacation with the exception of regular weekly work. Regular weekly work must be requested at least two days in advance. When students return from vacation, they will be given the work that was missed and will be allowed the same number of days to complete the work as they were absent. For example, two days out, two days to complete the work is allowed. All tests will be made up in school only. Teachers have the option of modifying the policy to meet the needs of their particular classroom structures and/or grade levels. The responsibility to make up missed work rests entirely with the students and parents/guardians.

## VISITORS

Each visitor entering the building MUST report directly to the main office, sign in, and obtain a visitor’s pass. Visitors are not permitted to go to a classroom to visit a student or teacher without clearance from the office. Students are never permitted to open the school doors to anyone even if they are familiar with the visitor.

## VOLUNTEER SERVICE CREDITS *see tuition policy*

Every St. Paul School family with a student enrolled in grades K-8 is required to complete a minimum of 15 volunteer service credits each school year. It is the responsibility of every family to document and report their completed credits for service.

Periodic updates will be sent to all families summarizing their volunteer credits. Any family not meeting their obligation will be billed for unfulfilled credits at \$25 per unfulfilled credit. The amount will be due by the end of the school year.

If financial obligations have not been met, report cards and transcripts will not be given and a meeting with the Principal or Pastor will be required.

## DISCIPLINE

Discipline in a Catholic educational community is part of a teaching/learning process where students acquire life skills that will make them courteous, respectful adults. It is the responsibility

of St. Paul School, in conjunction with parents/guardians, to provide each individual student with moral guidelines that are in keeping with the mission of Christ. While it is not possible to enumerate all situations that could arise, several categories of cases are listed for guidance. Any student who violates a policy or regulation will have to accept the consequences of those irresponsible choices. Students will be held accountable for certain conduct which violates the school regulations whether done at or away from the school.

ST. PAUL SCHOOL RULES AND BEHAVIOR GUIDELINES APPLY TO ALL SCHOOL RELATED ACTIVITIES ON OR OFF CAMPUS DURING OR OUTSIDE NORMAL SCHOOL HOURS.

## MINOR INFRACTIONS CONSEQUENCES

Each classroom teacher has his/her own methods of classroom management and consequences which are explained at Back-to-School Night. However, some situations require further intervention. Most situations will follow the protocol below. Prior behaviors will be considered in each case. The upper school behavioral plan will be enforced for minor infractions.

- Warning- verbal and/or written
- Recess detention

Loss of privilege (a result of 3 recess detentions in 1 trimester) – 3 RECESS DETENTIONS WILL RESULT IN AN ‘N’ IN CONDUCT ON THE REPORT CARD. The count will start over, if needed, in the same trimester. IF ANOTHER 3 RECESS DETENTIONS ARE OBTAINED, THE BEHAVIOR WILL RESULT IN A ‘U’ IN CONDUCT ON THE REPORT CARD. Each subsequent trimester will begin with a clean slate.

## MINOR INFRACTION LIST

***Lack of respect for school property*** A student may be held liable for monetary compensation to replace an object at today’s market value.

***Cafeteria Behavior*** In order to ensure a healthy and pleasant atmosphere in the cafeteria, the following rules of behavior are to be followed:

- Students must talk in a moderate tone of voice. Shouting is not permitted.
- After obtaining lunch, students are to be seated and remain seated for the duration of the lunch period except to use the lavatories.
- All students are expected to contribute to maintaining the cafeteria by clearing all tables, chairs, and floors of any trash.
- Students are STRICTLY forbidden to throw food, trash, or any other objects in the cafeteria.
- Respect is to be given to the cafeteria aides.
- Frequent and/or numerous violations will prohibit the student from eating in the cafeteria.

***Courtesy*** All members of the school community must treat each other with respect at all times. Students are forbidden to answer back to an adult and/or to speak unkindly to another student.



Students must comply with adult directives even if they do not meet with their approval. Directives which are perceived to be unjust may be discussed with the principal, student, and the adult involved, at a mutually agreed upon time. Lack of respect by attitude, action, or word will warrant accountability ranging from a reprimand to an in-school suspension, depending on the severity of the infraction.

***Gum Chewing*** Students are not permitted to possess or chew gum on school premises, including the cafeteria, playground, and school buses.

***Unauthorized Selling of Items*** Trading and/or selling of collectible items or any other items, other than those related to fund-raising for school events is not permitted.

***Bus Conduct*** The principal of the school, or his/her designee, has the right to deny school bus transportation for reasonable amounts of time if a student's behavior on a bus jeopardizes his/her own safety or the safety of other students.

- Students must remain seated and belted at ALL times.
- Students may never throw items of any kind inside the bus or out of the windows.
- Students must keep hands, arms, heads, and other body parts inside the bus.
- Students may not eat or drink on the bus.
- Students must always use appropriate language.
- Students must behave appropriately at the bus stop.

***Uniform Infractions*** See Appendix B

## MAJOR INFRACTIONS CONSEQUENCES

Students who break the rules of conduct will be subject to any/all of the following acts of accountability. Consequences will be decided with administrator collaboration. In ALL cases of major infractions, parents/guardians will be notified.

- Recess Detention
- Loss of Privilege
- After-School Detention
- In-school suspension
- Out-of-school suspension
- Probationary enrollment status
- Expulsion
- Police Notification (if warranted)

## MAJOR INFRACTION LIST

***Academic Dishonesty*** - (Cheating, Plagiarism, etc.) May also result in the following:

- A zero on the assignment
- Redoing the assignment (at the discretion of the teacher)

## **Arson**

**Cell Phone Use** Students must keep their cell phones in their backpacks with the power off while on school property. Students may not display or use the cell phones during school hours, including lunch, recess, and aftercare. They may not use cell phones on the school buses except to call a parent or his/her designee to inform him/her that the bus has arrived or has an emergency. Students may never permit any other student to utilize the cell phone. Failure to abide by these regulations will result in the confiscation of the cell phone, which must be returned to the parent/guardian or adult designee of that student. St. Paul School will not accept responsibility if the cell phone is lost, damaged or stolen.

## **Damage to School Property**

**Discourtesy** Extreme rudeness, insolence, disobedience, or disruptive behavior

## **Displaying Undergarments/Private Parts/"Pantsing"**

**Drugs/Alcohol/Smoking/Vaping** Possession of or being under the influence of controlled, dangerous substances

- Possession of a controlled, dangerous substance with the intent to distribute
- Possession of a controlled, dangerous substance within 1000 feet of school property
- Possession of drug/alcohol paraphernalia
- Possession of imitation or controlled, dangerous substances

**Ethnic Slurs/Bias** Ethnic slurs by action, word, or drawing

## **Fighting/Physical Assault**

**Forgery** Signing the name of a parent/guardian on important documents

## **Foul Language/Obscene Gestures and/or Drawings**

**Intimidation/Bullying** Acts of bullying in verbal, written, or cyber-bullying form

## **Inappropriate Displays of Affection**

**Leaving School Grounds** Leaving school grounds without permission or truancy

**Possession of and/or Trafficking in Pornographic Materials** Print or digital

**Sexual Harassment** Sexual harassment (physical or verbal) includes, but is not limited to:

- Verbal contact such as epithets, derogatory jokes, or comments, slurs, or unwanted sexual advances, imitations, or comments
- Visuals such as derogatory and/or sexually oriented cartoons, drawings, or gestures
- Sexual assault and unwanted sexual advances

## *Stealing*

### *Threats/Physical Assault on a Staff Member*

**Weapons** A weapon is defined as any device readily capable of lethal use or inflicting serious bodily injury. It includes, but is not limited to, a knife, gun, rifle, pellet gun, air gun, BB gun, arrows, darts, and look-alike weapons regardless of size, color, or material, or any object that can be used with the intent to harm or create the impression of impending harm. Possession of a weapon occurs when the weapon is seen by others or found on the person, or in the backpack, locker, closet, or other personal property. In the event that a student is in possession of and/or uses a weapon or look-alike weapon, the following procedures shall be implemented:

- The weapon will be confiscated immediately.
- The Principal will be notified.
- The Pastor and police will be contacted promptly.
- The student will be immediately suspended pending the completion of a thorough investigation.
- The parents/guardians of said student will be notified and asked to remove their child from the premises.
- The Principal/Pastor/Police will conduct a complete investigation.
- The student will be required to undergo a thorough psychological evaluation.

A meeting will be held with the Principal/Pastor/student and parents/guardians. If charges are brought against the student by the Police, or if the allegations are verified, the student will be asked to withdraw or face expulsion.

Parents/Guardians may withdraw their child from the school at any point during the above steps.

In the event of mitigating circumstances, the Pastor/Principal may elect a disciplinary action other than expulsion, especially for students in Grades K-3.

## HARASSMENT, INTIMIDATION, AND BULLYING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

### **Definition of Harassment, Intimidation, and Bullying**

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a

student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

### Retaliation

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

### Reporting Incidents of Harassment, Intimidation, and Bullying

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day. (Form 5050.6, Report of Harassment, Intimidation, and/or Bullying)

### Resolving Complaints of Harassment, Intimidation, and Bullying

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.

## SUSPENSION AND EXPULSION

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days, pending the investigation, hearing, and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate, or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing, and recommendation by the school.

## WITHDRAWAL OF A STUDENT

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

## RIGHT TO WAIVE/DEVIATE FROM DISCIPLINARY REGULATIONS

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

## NON-CUSTODIAL PARENT RIGHTS TO INFORMATION

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

# ADDITIONAL IMPORTANT INFORMATION

## CO-CURRICULAR PROGRAMS

A faculty member or another adult designated by the Principal, will moderate a specific club or student organization in the school. Adults who sponsor co-curricular activities will understand the various responsibilities and will conscientiously perform their duties. All adults who work with students must comply with the Diocesan Criminal History Background Check procedures and attend Diocesan Virtus workshop.



Any new club or organization needs the approval of the Principal, who will consider its objectives prior to granting permission for its formation.

## ATHLETICS (SPAC)

St. Paul Athletic Committee (SPAC) oversees the parish athletic program. All interscholastic athletic programs must comply with local, state, and athletic guidelines and requirements. Although this is a parish program, students are expected to exemplify the values of St. Paul School during their participation.

## EXTENDED CARE PROGRAM

Extended care is open to all students who attend St. Paul School. The program operates five days per week from 2:30-5:30pm. On half days, the program will be from 11:45am until 5:30pm. Snacks will be provided, and students will have time for both homework and creative play. Students are supervised by SPS staff.

Although we understand emergencies arise, please adhere to the 5:30pm closing time. Additional fees will be applied, if necessary, for students picked up after 5:30pm.

## LOST AND FOUND

Items which are lost may be found in the St. Paul School Lost and Found. The uniforms/items will be donated or discarded if students/parents/guardians do not claim them by the last day of school. Please label all items so you can identify them if lost.

## APPENDIX A - DIRECTORY

Service	Contact	Number/URL
Administration/School Office	Ms. Karen DelleFave	609-921-7587
Administration/School Fax	Ms. Karen DelleFave	609-921-0264
Extended Day Program	Ms. Mary Desatnick	609-921-7587
Lunch Program	Ms. Mary Desatnick	609-921-7587
Nurse – Report an absence	School Nurse, RN	609-921-3377
Parish	Parish Office	609-924-1743
Religious Education	Mrs. Laura Sarubbi	609-924-1743
Tuition Inquiries	Mrs. Gina Merendino	609-924-1743
Website	N/A	<a href="http://www.spsprinceton.org">www.spsprinceton.org</a>

St. Paul School  
218 Nassau Street  
Princeton, NJ 08542

609-921-7587

[www.spsprinceton.org](http://www.spsprinceton.org)

## APPENDIX B – UNIFORM AND APPEARANCE CODE

St. Paul School's uniform supplier for ALL uniform pieces (boys and girls) is FlynnO'Hara. No other company or retailer is permitted (medical exceptions only).

The uniform code will be strictly enforced. Failure to comply with the uniform code might warrant a loss of privilege or other consequences. Please refer to the Discipline section for more information.

### Pre-K

Uniform t-shirts must be purchased through Flynn O'Hara, but the bottoms are optional. Preschool students may wear any khaki or navy-blue pants, skirts, "skorts" or shorts (when summer uniforms are permitted). Preschool students also have the option of purchasing and wearing approved Kindergarten uniform pieces as well.

### K-8 Fall/Spring Uniforms (*boys & girls*)

Uniform is generally worn from September until mid-October and after Easter. Exact dates will be communicated via the principal's weekly communication.

- Khaki shorts w/belt or khaki skort for girls
- SPS polo (white or blue)
- White socks
- Sneakers (any color)
- Year-Round uniform is also acceptable

### Year-Round Uniform

#### *Boys*

- Khaki slacks with belt
- SPS polo (white or blue)
- Dark color dress socks
- Dress shoes (brown, black, navy, or tan)

#### *Girls*

- Plaid jumper (up to grade 5) with white Peter Pan collared blouse, or Oxford
- Plaid skort plaid or khaki slacks (with belt)
- SPS polo (white or blue, banded or not banded)
- Navy tights or knee socks
- Dress shoes (brown, black, navy, or tan) – NO platform shoes, backless shoes, or sneakers

### Dress Uniform (Grades 5– 8 - Boys and Girls)

- Oxford shirt

- SPS Tie
- SPS sweater vest
- Khaki slacks with belt or plaid skort (girls)
- Navy tights or knee socks (girls), solid color dress socks (blue, black, or brown)
- Dress shoes (brown, black navy, or tan) – NO platform shoes, backless shoes, or sneakers
- NO KHAKE SHORTS with the dress uniform

## Gym Uniform

- Any SPS t-shirt
- SPS sweatpants or warm up pants
- SPS shorts (fall/spring only)
- Sneakers
- WHITE athletic socks

## Outerwear

- SPS sweater
- SPS track jacket
- SPS fleece or fleece vest
- SPS hoodie
- SPS cardigan or sweater vest

## General Uniform Requirements

- Non-banded shirts must be tucked in (no undergarments should be visible)
- Uniforms should be clean and in good repair
- SPS spirit wear is acceptable (non-SPS outerwear is not allowed to be worn in the classroom)
- Dress uniform is required from students in grades 5 -8 on designated days
- Skorts must be no shorter than 3" above the knee
- Boots are not to be worn during the school day

## Hair Style/Head Covering

All students' hair should be neatly groomed, appropriate in length and not obstruct the eyes. Boy's hair should not be past the collar. Radical or dyed hairstyles of any type are not permitted. Hats and hoods are not to be worn in the building and should be worn appropriately while outside. Final discretion is up to the Administration.

## Makeup/Body Painting/Tattoos

Body painting and tattoos are not permitted for students. A minimal amount of makeup and light-colored nail polish may be worn as a privilege by girls in Grade 8 only. Makeup or nail polish are not to be worn by any other students. Final discretion is up to the Administration.

## Jewelry

Since students wear uniforms, a minimal amount of appropriate jewelry may be worn to school with parent/guardian approval. We prefer that no jewelry be worn on gym days.

- One ring
- One watch
- One earring in each ear – girls only (No hoops/dangles; must be close to ear)
- Boys may not wear earrings
- One necklace
- One bracelet
- No bulky watches (see SMART WATCHES BELOW)

### *Smart Watches*

Smart watches may not be worn. The cell phone policy will be applied to smart watches.

## Dress Down Days

Students must always be properly and modestly attired on dress down days. During a dress down day in the spring/summer, only SPS uniform shorts are allowed. Anything below the knee (capris, jeans, etc.) is acceptable. Items not permitted are:

- Tank tops, short tops, revealing tops and t-shirts with inappropriate sayings
- Skirts/dresses that are tight and/or are more than 3 inches above the knee
- Leggings or yoga pants
- Flip flops, CROCS and other shoes that can be hazardous
- Any other item of clothing not in keeping with moral decency and a Christian code of conduct

## School Dances

Students must always be properly and modestly attired when attending school dances. Dress/shirt straps must be 2 fingers in width. Length of skirts/dresses must not be more than 3 inches above the knee.

# APPENDIX C - DIOCESE OF TRENTON

## ACCEPTABLE USE OF TECHNOLOGY

### POLICY

#### PURPOSE

This policy provides the procedures, rules, guidelines, and codes of conduct for the use of the internet, social media, email, and similar applications. Use of such technology is a necessary element of the mission of Catholic schools, and is provided to users as a privilege, not a right. Schools seek to protect, encourage, and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege.

#### SUMMARY

Technology that includes but is not limited to computers, wireless & LAN access, electronic mail, internet access, and all other forms of instructional, networking, and electronic communication tools are provided as a service by the school to users.

Users are required to be good technology citizens by refraining from activities that disrupt education, or can be considered unethical, illegal, immoral, and/or unprofessional conduct.

The user is responsible for his/her actions in accessing internet, social media, email, and similar applications, whether through school-owned hardware or through personal hardware (including pc's, laptops, and cellphones) that use the school network, Wi-Fi, or hotspots. Failure to comply with the guidelines of technology use may result in the loss of privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Jersey Statutes or Federal Law.

#### PARENTAL RESPONSIBILITY

Given the dynamic nature of technological advancements and the wide spectrum of resources available on the internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by users, although appropriate filters are used. The school cannot assure parents that users will be denied access to all inappropriate materials or prohibited from sending or receiving communications contrary to the school's philosophy, goals, and educational mission.

Parents or guardians should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, offensive and/or inconsistent with the teachings of Catholic schools. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian will be held responsible.



## GUIDELINES

- Access to computers, networks and devices within the school network is a privilege and must be treated as such by all users.
- The network will be used solely for the purpose of research, education, and school-related business and operations.
- Computer systems shall only be used by the authorized user's user account. Account owners are ultimately responsible for all activity under their account.
- All communications and information accessible and accessed via the school system is and shall remain property of the school.
- Student use of school equipment shall be supervised and monitored by authorized staff. Student use must be related to the school curriculum.
- The internet, social media, email, and similar applications are to be used primarily for school purposes. The occasional use of such technology for personal purposes is permitted provided it is not abusive, excessive, or violative of this policy.
- Any defects or knowledge of suspected abuse of the school systems, networks, security, hardware, or software shall be reported to the Technology Director.

## THE SCHOOL'S RIGHTS AND RESPONSIBILITIES

In order to ensure a safe, efficient, and secure school environment, the school reserves the right to monitor, inspect and review all internet, social media, email, and similar uses by users and perform random scans on the user's computer as well as any network devices to ensure the internet access, social media and/or email systems provided to users are not abused or used for purposes contrary to the school's Catholic teachings and educational mission. This includes personal web-based emails accessed and stored using the school's equipment and/or computer systems. Users should have no expectation of privacy in any information stored, sent, received, or accessed on the school's equipment and/or computer systems. Schools will ensure that all computer technology users complete and sign an agreement to abide by the school's acceptable use policy. School administrators must both give permission for and be given the access capability to any school-affiliated social media pages created by teachers or staff members.

## UNACCEPTABLE USE

Examples of unacceptable use activities include, but are not limited to, any activity through which a user:

- Interferes with or disrupts other users, services, or equipment, or destroys, alters, dismantles, disfigures, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers. Disruptions include, but are not limited to, distribution of advertising and propagation of computer viruses or worms.
- Attempts to disable, bypass, or otherwise circumvent the school's content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers and cellular hotspots.

- Seeks to gain or gains unauthorized access to information resources or confidential records, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
- Installs unauthorized software or material for use on school hardware.
- Uses the systems for illegal, harassing, vandalizing, inappropriate, obscene purposes, or in support of such activities, or in violation of any school policy.
- Accessing or transmitting material which promotes violence, hatred, or advocates the destruction of property including information concerning the manufacture of destructive devices.
- Accessing or transmitting material which advocates the use, purchase, or sale of illegal goods or services.

## CONSEQUENCES

Users who violate this policy will be subject to revocation of system access up to and including permanent loss of privileges and discipline up to and including expulsion or termination of employment. Violations of law may be reported to the Superintendent of Schools of the Diocese of Trenton and law enforcement officials.

**FORM 2080.27 A**

**TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STUDENTS**

*2023–2024 Technology Acceptable Use Signature Page*

I/We, the undersigned parent(s)/guardian(s), have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy, as published in the school policy handbook. I/We further acknowledge and accept responsibility for any violation of this policy made by my/our child/children. Any violation of this policy will or may result in suspension of internet /technology privileges and will incur disciplinary action as stated in the local school disciplinary code.

If technology is used in the pre-kindergarten classes, then parents and students, to the degree the students understand, must be informed of this policy and the parent/guardian must sign the student form.

*Students in Grades K-12*

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

I, the undersigned student, have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy as published in the school handbook.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

*Any student who cannot print or write their name may be excluded from signing this form. This refers especially to pre-kindergarten and kindergarten students.*

## ST. PAUL SCHOOL PARENT/STUDENT HANDBOOK

### 2023–2024 Acceptance Page

Please submit one form for each family

Student 1: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student 2: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student 3: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Student 4: \_\_\_\_\_ Homeroom: \_\_\_\_\_

1. **I have reviewed the Parent/Student Handbook** containing the policies, rules, and regulations for St. Paul School. I have read the handbook and I understand that it is binding for the students and parents/guardians during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the handbook. I understand that the policies, rules, and regulations in the handbook are established for the welfare and benefit of all students. I accept my responsibility to support the school in the policies it has established and to see that my child adheres to the rules and regulations set forth in the handbook. I acknowledge that the St. Paul School Parent/Student Handbook is available under the Parents section of the school website.
2. **Acceptable Use of Technology Agreement** We have reviewed, read, understand, and will abide by the Diocesan Technology Acceptable Use Agreement included in the St. Paul School Parent/Student Handbook. Should I commit any violation, my privileges may be revoked and behavior or legal action may ensue.

### *Acknowledgement of Parents of Student(s)*

Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *Acknowledgement of Student(s)*

Student 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student 4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Any student who cannot print or write their name may be excluded from signing this form. This refers especially to pre-kindergarten and kindergarten students.*