



St. Paul's School

Parent Handbook

School Year 2011-2012

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This handbook contains basic operational policies, school standards, attendance requirements, academic and behavioral expectations, as well as procedures to maintain good student health. It is the goal and purpose of St. Paul's School to promote the academic and spiritual development of our students, and these policies have been developed with that in mind.

Thank you for extending to us the privilege of coming alongside you in helping to nurture, love, and educate your children. For parents, and for teachers, there is no higher calling.

Train up a child in the way he should go, and when he is old he will not depart from it.

- Proverbs 22:6 RSV

SECTION ONE

St. Paul's School Philosophy of Education and Mission Statement

“The end of learning is to know God,
and out of that knowledge to love Him and imitate Him.”

--John Milton, English Poet, Historian and Scholar

St. Paul's School is a ministry of St. Paul's Anglican Church for children Pre-K through second grade. We base our student development plan on faith in our Lord and Savior Jesus Christ, and the Word of God. We teach reverence for God and all that He made. We believe that it is in the collaboration of the parents, teachers and the child that the fullest development of each student is achieved.

St. Paul's School Mission:

St. Paul's School mission is to provide learning experiences that will open children's minds to the wonders of language, mathematics, science, geography and history and understand the interrelatedness of each. Through the teaching of the Bible, our mission is for each child to understand that he/she is a child of God, is loved by God and has a purpose to fulfill.

St. Paul's School Environment:

St. Paul's School environment is distinguished by the spirit of humility, which fosters friendliness, openness, understanding, gentleness, harmony and peace.

St. Paul's School Verse:

“Train up a child in the way he should go, and when he is old he will not depart from it.”
- Proverbs 22:6 RSV

St. Paul's School Hymn:

Pass It On
by Kurt Kaiser

It only takes a spark
To get a fire going
And soon all those around
Will warm up to its glowing
That's how it is with God's love
Once you've experienced it
You spread His love to everyone
You want to pass it on

St. Paul's School Motto and Mascot:

The Motto for St. Paul's School is: “Letting His Light Shine”. The Mascot is the Sparks. This Motto and Mascot convey our two-fold desire to promote in our students the pursuit of academic brilliance and the desire to carry and share the light of Christ.

The Teacher's Mission:

The mission of each teacher is to help each child learn and appreciate his/her unique gifts, talents and age-appropriate abilities as he/she explores the world God has made. We believe that the teacher's role is to nurture the child's innate love for learning, with the understanding that each child's pace of growth in the cognitive, physical, emotional, social and spiritual development is not the same.

Young Saints and Scholars:

St. Paul's goal is to encourage sanctity and scholarship. Saints are those who have learned to deeply love God and desire to serve Him. Scholars are those who have been provided a firm foundation to base their upward climb on the ladder of knowledge. However, the pursuit of knowledge must be motivated by a love for God. As John Milton stated, "The end of learning is to know God, and out of that knowledge to love Him and imitate Him."

Foundation of Success - The Collaboration of Parents and Teachers:

At St. Paul's School, we believe that a successful educational experience must be based on collaboration between parents and teachers. All that takes place in school must be reinforced at home. The reverence for the Word of God and its powerful teachings must be confirmed in the practices at home as well as at school. The respect for each other and for possessions must be fostered at home as well as at school. Discipline in behavior must be consistent in the home and in the school. Learning that takes place in the classroom must be reinforced through communication and activity sheets completed at home.

We believe that the home and the school provide the platform for life. The boundaries set at home and at school must be in alignment. Children feel safe and secure when there are boundaries. It makes their world appear more organized and predictable. When children know what to expect, they become more confident in their undertakings. Boundaries instill healthy habits for the mind and body. Boundaries teach children to respect others and their possessions. Through boundaries, children also develop basic life skills that will become invaluable in the school, social environment and later, work environment.

A safe, secure, supportive and *consistent* school and family environment will prepare children for the challenges of life, and will become the springboard to success.

In order for the school to fulfill its mission, each family is requested to provide an attitude of respect toward the school and teachers.

Resolving Differences:

From time to time parents may have concerns that need to be addressed. Following the Biblical principles of Matthew 18, parents are asked to work with the child's teacher(s) first to resolve issues. If there is no resolution, then the parents and teacher(s) should meet with the school principal.

SECTION TWO

Basic Operational Policies

2-A. GOVERNANCE

St. Paul's School is governed by a School Board comprised as follows: The Rector of St. Paul's Church, at least one St. Paul's Vestry member, and up to nine other appointed members. Up to four of the nine appointed members need not be members of St. Paul's Church. (Parent volunteer service on the Board is solicited and welcomed.) The School Principal participates in all meetings as a non-voting member of the School Board.

2-B. NON-DISCRIMINATION POLICY

St. Paul's School's welcomes students of any race, color, national and ethnic origin and ensures them all the rights, privileges, programs and activities generally accorded or made available to the school. St. Paul's School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or admission policies.

2-C. TERMS

Throughout this publication the term "parent" or "parents" will be used. These terms also apply to legal custodians/guardians of enrolled children.

2-D. REQUIRED DOCUMENTATION, SIGNATURES, AND COMPLIANCE

Before a child can be admitted to St. Paul's School, parents must:

- Properly complete and return to the school all required documentation.
- Sign all required documentation, agreements and/or contracts.
- Agree to abide by all rules, regulations and/or policies of the school.

2-E. STUDENT RECORDS MAINTENANCE AND RELEASE

It is very important that your child's records be accurate. Please keep the office informed of any change of address, telephone number, place of employment, and current emergency numbers. Our ability to contact you in the event of an emergency depends on it.

If student records are not current we may limit your child's enrollment until all necessary paperwork is received. This is for safety, legal, and state licensing requirements.

If there is any outstanding balance on a student account, student records will not be released until that balance is paid in full.

2-F. TUITION, FEES AND OTHER CHARGES

St. Paul's School is a non-profit organization. The school is solely supported by tuition and fee payments made by the families served. Therefore, **timely payments are critical to the successful operation** of the school. This is because the school incurs long-term financial commitments to guarantee your child's space in our programs. Tuition, fees and other administrative charges are subject to review and change at the discretion of the school management.

Registration Fee:

The school year registration fee is \$100 per child. For registrants in the MDO, the fee is \$50. The registration fee is due in full at the time of initial registration and is non-refundable.

Curriculum Fee:

Curriculum fees are due in full at the time of initial registration. This is a one-time per school year charge for academic and classroom materials that will be used by students during the course of the school year. The fee may vary between class levels. After April 1 following registration, this fee is not refundable. Because the school cannot purchase partial curricula for students who enter the school mid-year, this fee cannot be pro-rated.

Supply Fee:

Supply fees are due at the time of initial registration. For a small fee, each child will be equipped with all necessary classroom supplies: pencils, scissors, pencil box, notebooks, etc. This fee is also non-refundable after April 1. For students entering school mid-year it may be pro-rated.

Tuition:

Families may choose to pay annual tuition prior to the school year beginning. A monthly payment option is also available in which the tuition rate is based on a yearly fee broken into ten equal payments. Tuition is paid monthly in advance. Payments are due on the 20th of each month with the first payment due on August 20th and the last payment due May 20th. In the event of a student absence or illness, tuition fees are still due on time and in full. If the 20th falls on a weekend or holiday, tuition will be due the day before. Tuition is not pro-rated due to vacation days or closure due to inclement weather.

Before/After Care, Extracurricular Expenses:

Payments for the previous month's Before Care, After Care, and/or extracurricular classes are due on the 20th of the following month. If the 20th falls on a weekend or holiday, payment will be due the day before. June 2012 Before/After Care and June 2012 extracurricular fees will be estimated for each student and billed early with the May Before/After Care and extra curricular fees. These fees will be due June 1. Adjustments based on actual usage will be made in June and billing will be altered as necessary.

Partial Payments:

If partial tuition payments are made, the remaining balance must be paid in full by the due date. If tuition is not paid-in-full by the due date, the \$50 late fee will be applied.

Late Payment Fee:

A \$50 late fee is assessed for payments not received by the 20th. Each (late) month's tuition will be considered separately for calculation of basic and additional late fees.

Returned Check Fee:

A \$50 fee will be charged for checks returned due to "insufficient funds", "return to maker", or "closed account".

Place of Payment:

Payments may be mailed to the school or placed in a slotted payment box located by the office. If you wish to hand-deliver your payment(s), please submit directly to the office staff. You may also place your payment(s) in a clearly-marked envelope in your child's school folder.

Late Pick-Up Fees:

Unless enrolled in advance in afterschool programming, children must be picked up within a 10 minute time period after class is dismissed. Children whose parents arrive after this time will be brought to After Care and parents will be charged After Care fees.

Cancellation of Student Enrollment due to Delinquent Payment:

If school tuition, Before/After Care, or Extracurricular payments due, including late fees, are not received by the first day of the next month, the school reserves the right to cancel enrollment of a child in any of these activities unless prior arrangements are made in writing with the school principal.

Termination of Enrollment:

Termination (withdrawal of student) by Parent: The parents, whose name(s) appears on the child's registration form, **must** provide two (2) weeks' written notice to the School Principal if a child is being withdrawn from St. Paul's School for any reason.

If the child does not attend all of the weeks for which registered, parents will be held financially responsible for the minimum required tuition per child. If two (2) weeks' notice is not given, said person(s) will be held financially responsible for all charges assessed for the two (2) weeks remaining from the point of written notification or withdrawal, whichever comes first. In addition, parents will be held financially responsible for any remaining balance of the minimum required tuition per child. There will be no refund of other fees.

If a child is withdrawn without notice, the school reserves the right to deny re-enrollment at a later date.

SECTION THREE

Arrival and Departure Policies and Procedures

3-A. OFFICE OPERATING HOURS

Normal operating hours of the office are Monday through Friday, **9:00 AM to 2:00 PM.**

3-B. SCHOOL SCHEDULE – Class and Kiss & Ride Times:

	<u>Drop Off</u>	<u>Class Start & End Times</u>	<u>Cars may arrive for dismissal</u>
Before Care (not available for MDO)	7:00 a.m. - 8:40 a.m.	Students are dismissed from Before Care 20 min prior to start of class	
Elementary Grades	8:10 a.m. - 8:30 a.m.	8:30 a.m. - 2:30 p.m.	2:20-2:40 p.m. Students dismissed at 2:30
Kindergarten	8:10 a.m. - 8:30 a.m.	8:30 a.m. - 2:30 p.m.	2:20-2:40 p.m. Students dismissed at 2:30
PreK-3	8:40 a.m. - 9:00 a.m.	9:00 a.m. - 12:00 noon	11:50-12:10 Students dismissed at 12:00
Pre-K4 AM	8:10 a.m. - 8:30 a.m.	8:30 a.m. - 12:30 p.m.	12:20-12:40 Students dismissed at 12:30
Pre-K4 PM	12:45 p.m. - 1:00 p.m.	1:00 p.m. - 4:00 p.m.	3:50-4:10 Students dismissed at 4:00
MDO (PreK-2)	8:40 a.m. - 9:00 a.m.	9:00 a.m. - 12:00 noon	11:50-12:10 Students dismissed at 12:00

NOTE: FOR THE SAFETY OF OUR STUDENTS, SCHOOL DOORS WILL BE LOCKED AFTER THE DROP-OFF TIME FOR EACH CLASS. IF ARRIVING TO SCHOOL AT A TIME OTHER THAN THE DESIGNATED DROP-OFF PERIOD, PLEASE RING THE BELL AT THE ADMIN WING ENTRANCE FOR ADMITTANCE TO THE BUILDING.

3-C. KISS & RIDE PROCEDURES

Please understand that the following policies and procedures are designed to provide maximum personal safety for all involved: children, parents, and staff. Many of the procedures are based on state and/or county requirements, stipulations of our insurance carrier, as well as the experience of school staff and management. Your cooperation will be appreciated.

The parking and vehicle movement area available to the school is limited. Therefore, staggered start and pick-up times have been established for all classes. Please ensure you are dropping off your child at the correct time to facilitate the flow of traffic in the parking lot. To ease congestion and delays, parents of PreK-4 AM students should not be in the Kiss & Ride line until 12:20 p.m. PreK-4 PM parents should not arrive for drop-off until 12:45 p.m.

Parents are strongly urged to use the Kiss & Ride line to drop children off rather than parking and walking them to the school. A diagram will be provided for your information. Parking and walking poses an unnecessary hazard and can disrupt the flow of traffic. For many children, it also prolongs the moment of separation and can cause them added anxiety. Children are never to be dropped off in the parking lot or across the street to enter the building unescorted.

When coming through the Kiss & Ride line, it is helpful to have students ready to depart the car and seated on the right-hand side of the vehicle for easy drop-off. Please do NOT park your car in the middle of the Kiss & Ride line until you are at the drop-off point, where a staff member will greet you and help your child get into the school building.

Please do NOT park your car in the middle of Fayette Street or Payne Lane in order to walk your child in to the school. This is an inconvenience to your fellow school families, and it poses a danger to you, your children, and others driving those roads. It is also illegal in the town of Haymarket. If you prefer to walk your child to the school rather than going through the Kiss & Ride line, please park in the St. Paul's CHURCH parking lot and walk your child down the street to the school. School parents and staff are NOT authorized to use the parking lot across Fayette Street.

Please note: For safety reasons, doors will be locked after drop-off times are complete. Children delivered to school past the start time of class will be marked tardy. Parents will need to park and walk their children in to school via the administrative wing and sign them in outside of the main office.

3-D. STUDENT SIGN-IN AND SIGN-OUT PROCEDURES

For the safety of our students, school doors will be locked after the drop-off time for each class. Parents who are delivering their students late to school must ring the bell at the Administrative Wing entrance for admittance to the building and then sign in at the main office. Likewise, parents must sign out their children in the main office when they are removed from school early. Parents must ensure that teachers are informed if they take their children from class prior to dismissal.

It is the parent's responsibility to keep the list of authorized escorts current. Parents are also responsible to inform each individual listed as an escort of *all* policies regarding the pick-up and drop-off of the child. It is the responsibility of the parent(s) to provide the school with a list of approved escorts who can pick-up their child. Proper identification will be required each time an escort picks-up a child if the on-duty supervisor doesn't recognize the individual.

Only individuals listed on the registration form will be permitted to pick-up children unless other arrangements are made in advance in writing by the parents. **Please call the school if the daily escort will change for the day from the "usual" person.**

Non-Custodial Parents: In certain cases, the parent whose name appears on the registration form may request that a non-custodial parent(s) ***not be permitted*** access to and/or escort privileges of a child. If this is the case, custodial paperwork (or other court document) supporting such restriction must be provided to the school.

3-E. HOLIDAYS AND OTHER CLOSURES OF THE SCHOOL (Office and Classes)

The School Calendar (provided separately) contains details of holiday and other scheduled school closings. The school strives to adhere to the published schedule. However, the calendar is subject to review and change at the discretion of the school administration. If change becomes necessary, a revised calendar will be provided as soon as possible to parents, clearly marked as "CHANGE."

3-F. INCLEMENT WEATHER POLICY

School Closure:

In the event of inclement weather, St. Paul's School may open late, close early or close for the entire day, depending on the severity of the weather. This allows our staff time to arrive safely to the facility as well as to ensure adequate provision of staff to maintain proper child/staff ratios. Decisions will be made in order to protect the safety and well-being of our staff and school families.

For any of the conditions listed below, parents are encouraged to phone the school at (703) 754-1948 beginning at 6:15 a.m. to listen to a recorded message confirming our operating schedule for the day. If time permits, such information will also appear on our website: www.st.paulsschoolhaymarket.org.

St. Paul's School operating schedule during periods of inclement weather is generally, but not always, based on the decisions of Prince William County Public School System. The PWCPS decision is usually announced by local radio or television stations.

Late Openings:

When Prince William County Schools announce a one or two hour delayed schedule, the School will operate according to one of the following scenarios:

Opening One (1) Hour Late: When Prince William County Schools open one hour late, the school (administrative office) will open promptly at 9:00 a.m. Kiss & Ride drop-off times will be one hour later than normal. Class times will be as follows:

Before Care, AM Sibling Care	Closed
Kindergarten, Elementary Grades	9:30 – 2:30
PreK-4 AM	9:30 – 12:30
PreK-3	10:00 – 12:00
MDO (PreK-2)	10:00 – 12:00
PreK-4 PM	Normal schedule
After school care/Encore Program	Normal schedule

Opening Two (2) Hours Late: When Prince William County Schools open two hours late, The School (administrative office) will open promptly at 10:00 a.m. Kiss & Ride drop-off times will be two hours later than normal. Class times will be as follows:

Before Care, AM Sibling Care	Closed
Kindergarten, Elementary Grades	10:30 – 2:30
PreK-4 AM	Closed
PreK-3	Closed
MDO (PreK-2)	Closed
PreK-4 PM	Normal schedule
After Care/Encore Program	Normal schedule

Early Closures:

Announced early closure of Prince William County Schools does not usually affect the MDO, PreK-3, or PreK-4 Am classes, because these classes end earlier than the school schedules of PWC. However, Kindergarten, the elementary grades, the afternoon 4-year-old preschool class(es) and After Care may be canceled. If the weather looks threatening, parents may call the school at: (703) 754-1948 to confirm our closing time. If school is dismissed early, After Care will be canceled and parents will be expected to pick up their children up promptly. A fee of \$25/hour (or any part thereof) per child will be imposed if your child has not been picked up within half an hour of the announced dismissal time.

If bad weather develops after the school opens, St. Paul's School will make decisions based on the weather conditions on a case-by-case basis. If we deem it necessary to close early, every attempt will be made to call and e-mail all parents to inform them of the closing. If the weather looks threatening and you haven't received a call, please call: (703) 754-1948 to confirm our closing time. Check your e-mails regularly as well.

3-G. UNPROGRAMMED SCHOOL CLOSING

Under unusual or exceptional circumstances, the school administration may determine that unplanned/unscheduled closure is necessary. Recognizing that such action is disruptive to the academic program and to the personal schedules of parents, the decision to close is made only after careful consideration. In such cases, every effort will be made to notify parents as far in advance as possible.

3-H. VISITATIONS AND OBSERVATIONS

All visitors, including parents, are to report to the main office to be signed in. While the school encourages parents to see their children's classes in action, disruptions to the teaching environment must be limited. Therefore, class visits must be scheduled ahead of time through the teacher in consultation with the principal.

In general, parent observations of the class will be limited to 30 minutes at a time per family per quarter. This does not apply to special events when parents may be invited to volunteer in the classroom. Teachers may also, in consultation with the principal, request that parents come

and observe their children in class for periods longer than 30 minutes if this is deemed to be in the child's best interest.

Due to space constraints and fire codes, the number of visitors to the classrooms may be limited during special occasions and holiday programming. Your understanding and consideration during these times is appreciated.

3-I. CONFERENCES

In order to ensure confidentiality and to avoid distraction, students and siblings should not attend parent-teacher conferences. When possible, the school will offer brief, limited child care on days when school-wide parent-teacher conferences are scheduled. If child care is not available at the school for conferences, please make every effort to secure care for your children prior to arriving for any school conference.

3-J. FIELD TRIPS

Because St. Paul's School does not have bus transportation, parents are required to drive their own children to and from all field trips, including Field Day. Parents will accompany and be responsible for their children throughout the trip. Parents will also provide the school with the required permission slips prior to the date of the trip. If a parent cannot drive and/or accompany their child on a field trip, they must designate **IN WRITING** another parent who accompany their child and be responsible for his/her transportation and safety while on the trip.

SECTION FOUR

Admissions Standards and Class Assignments

4-A. ASSIGNMENT OF STUDENTS TO ACADEMIC LEVELS, CLASSROOMS, AND TEACHERS

Students are initially assigned an appropriate academic level, classroom, and teacher based on a variety of factors, including: age of the child, test results (if available), social achievement levels, and teacher and administrative recommendations. **The school cannot guarantee that a child will be assigned to a specific level, classroom, or teacher based solely on parent preference.**

Subsequent to the initial assignment, school staff and leadership may determine it appropriate to re-assign a child to a different academic level or teacher. Such action will be done with parent involvement. However, all decisions will be based on what is considered by the school to be in the best interest of the child involved.

4-B. SCHOOL EXPECTATIONS REGARDING TOILET TRAINING

Standards regarding toilet training of students are in large measure set for our facility by the State of Virginia.

MDO (PreK-2) students are not expected to be potty trained. However, children enrolled in all other classes **must be completely potty trained** before starting school. This means that the children are able to use the bathroom facilities on their own. If occasional assistance is needed, the staff will be more than happy to help. If a child shows signs of not being suitably potty trained, parents will be advised.

For ease of using the bathroom, it is requested that all children wear regular underwear, no pull-ups or other form of diapers, please. Children should also not need to wear pull-ups or diapers during After Care nap time.

In certain cases, it may be necessary to reevaluate the readiness of the child to participate in the school program. The school reserves the right to make this determination within the first two weeks a child attends school, or later if the child regresses in his/her training.

SECTION FIVE

Attendance Policies

School attendance patterns are often established at the preschool level and carry forward into the elementary school years and beyond. By establishing positive patterns of attendance and punctuality at a young age, parents help their children become responsible, conscientious adults. Chronic absenteeism and tardiness not only teach children irresponsibility, but diminish their educational experience and disrupt the progress of the class as a whole. In establishing and enforcing the following Attendance Policy, the administration of St. Paul's School seeks to instill in our students a sense of responsibility and attentiveness and to preserve the academic integrity of their classroom experience.

Attendance policies are in effect for all students except those enrolled in the MDO (PreK-2).

5-A. TARDINESS

A student is considered tardy if he/she is not seated and ready to begin class at the official start time.

All students arriving after the start time of class must be signed in by a parent in the main office.

Kindergarten and Elementary Tardies:

- When a student receives his/her third tardy to school in any quarter, the school will contact the parents notifying them of the tardies.
- Five tardies during a quarter are considered excessive.
- More than five tardies during a quarter may result in subject area grades dropping and will result in a lowered grade in the "Comes to Class Prepared" category on the report card. Written comments will also be included on the report card.
- Parents may appeal to the principal regarding tardies that exceed the limit of five.

5-B. ABSENCES

All students are expected to attend school each scheduled day and participate in the complete educational program offered at their preschool or grade level.

Any student who does not complete one half of their school day will be counted as absent for the entire day:

PreK-3 and PreK-4 AM students arriving after 10:30 a.m. will be marked absent.

PreK-4 PM students arriving after 2:30 p.m. will be marked absent.

Kindergarten and elementary students arriving after 11:30 a.m. will be marked absent.

Kindergarten and Elementary Absences:

- Doctor and orthodontist appointments, physical and mental therapy appointments, speech and language therapy, outside learning center appointments and other commitments on a regular basis are to be scheduled outside of school hours. Students should not miss instruction on a regular basis.
- Families are expected to take vacations during designated vacation times scheduled on the school's calendar. Taking students on vacations other than school scheduled holidays jeopardizes the students' mastery of skills and concepts and is disruptive to the class and burdensome for the teacher.
- All absences caused by vacations outside the school's calendar for vacations are considered unexcused.
- More than five unexcused absences during a quarter may result in subject area grades dropping and will result in a lowered grade in the "Comes to Class Prepared" category on the report card. Written comments will also be included on the report card.
- Attendance and tardiness records are included in all official St. Paul's School student transcripts requested by other schools.
- All preplanned absences require a Preplanned Absence Request Form to be filled out and submitted to the principal at least one week in advance of the absence. Forms are available in the main office and on the website. Preplanned absences may be discussed with the principal.

5-C. DEPARTURES/MIDDAY APPOINTMENTS

- Parents are strongly discouraged from removing students from school before the end of the day.
- Parents are asked to notify the school as early as possible when students must be taken out of school prior to the end of the day.
- Parents must sign their children out at the main office when picking them up early.
- Teachers may not have time to gather work for students who are leaving early if they have little fore-notice.
- Repeated early departures from the instructional program may negatively impact student grades.

SECTION SIX

Academic Policies

Academic Policies do not apply to MDO (PreK-2) students but are in effect for all other students.

6-A. HOMEWORK POLICIES

Homework is an important part of the grade received on the report card. Kindergarten and elementary students are encouraged to submit homework on time. Failure to do so may result in lowered subject or behavioral grades on report cards.

For preschool children, home activities are occasionally sent home to reinforce learning that has taken place during the school day. Preschool children are not graded on home activities. If a preschool child does not enjoy the home activity, please do not compel him or her to do it. Learning should be associated with fun at this age.

6-B. MAKE-UP WORK POLICIES

Preschool Make-up Work:

- If a parent requests, teachers will gather as much work as possible for students taking preplanned absences to complete while they are out of school.
- Upon the student's return, teachers will decide whether to send home missed work with students who are absent for anything other than a preplanned absence. Teachers will indicate when and how much of this work must be completed, allowing at least two extra days for each day the child was absent to complete the work.

Kindergarten and Elementary School Make-up Work:

- If a parent requests, teachers will gather as much work as possible for students taking preplanned absences to complete while they are out of school. Other work will be given to the student upon his/her return to school. These will be recorded in the teacher's gradebook with a completion grade only. Assignments not completed will be given a zero.
- Students will be given two extra days for each day they are absent to complete work upon their return to school.
- All quizzes and tests must be done in school only. These will not be sent home to be worked on or completed at home.
- Teachers are not expected to provide tutoring for unexcused or extended absences.

- Repeated absences from the instructional program may result in failing grades.

6-C. GRADING POLICIES

With the exception of MDO students, all St. Paul's School students will receive quarterly report cards or progress reports. Preschool and kindergarten students will receive letter grades only; elementary school students may receive a combination of letter and numeric grades.

Grading Scale:

The academic grading standards are as follows:

Grading Key	
O = Outstanding N = Needs Support	S = Satisfactory X = Not Introduced or Assessed at this Time
LETTER / NUMERIC GRADES:	
A = 94-100%	D = 64-73%
B = 84-93%	F = 63% and below
C = 74-83%	

Graded Work/Student Folders:

The last day of the scheduled week per class, each child will bring home his/her folder containing graded papers. Please review these papers carefully. This will give you the opportunity to see their weekly accomplishments. All school work sent home in the folder must be signed by parents and returned to the teacher each MONDAY.

6-D. PARENT-TEACHER COMMUNICATION

Frequent communication between parents and teachers is key to each child's academic success. Parents are asked to respect the privacy of a teacher's home and personal time, however. It is preferred that parents contact their children's teachers via email or through the school office, unless teachers make other arrangements. Teachers will provide parents with a school-sponsored e-mail address at the start of the school year. If a teacher is unavailable at the time of a parent call, the office staff will take a message and deliver it to the teacher. Parents are asked not to request a teacher's home phone number or cell phone number.

SECTION SEVEN

Student Behavior

7-A. GENERAL SCHOOL RULES

- Generally disruptive behavior will not be tolerated. Disruptive behavior is defined as:
 - Negative interactions with peers.
 - Foul or abusive language.
 - Refusal to respect or cooperate with staff members.
 - Actions by a child that could result in physical injury to him/herself or others (ex. – biting, fighting or outbursts of physical violence, etc.)
 - Destruction or theft of school property or property of other students or staff. The student offender (parents) will be liable for the cost of any damage, repairs or replacements.
- Talking is to be done in a conversational tone. Students are not to yell, run, or be rowdy in the school or church buildings.
- Students are generally expected to keep their hands to themselves.
- Students will be taught to enter the classroom quietly, take their seats, and sharpen pencils, etc. before the class begins.
- Students are expected to listen when others are speaking and should get permission to speak by raising their hand. When talking is permitted in class, students should be mindful not to be excessively loud.
- Toys from outside the school will not be permitted, unless it is for a “Show and Tell” presentation, and only on the students’ scheduled day.
- When parents are on school property, church property, or any other location for a school-sanctioned activity, or for general drop off or pickup, children are expected to follow all school rules. Parents are asked to allow the school staff to redirect the child when necessary and to and support any necessary discipline.
- During pickup and drop off times, if the parent is in the school or on the parking lot, children are expected to stay with the parent at all times and are not allowed to leave the designated loading area.

At staff discretion, additional classroom or building rules may be established as needed.

7-B. CARE OF BUILDING AND GROUNDS

All school property was provided through the payment of fees and tuition, sacrificial giving and labors of many parents and friends, and belongs to the Lord. He provided this property to use for His glory. Realizing this, it is expected that all students will assist in the care of our building and grounds, which includes cleaning up after themselves, properly retrieving and storing their personal items, avoiding littering, and not defacing or writing on school property. Any destruction of school property is considered a very serious offense and will be dealt with as such.

7-C. SCHOOL EXPECTATIONS REGARDING TANTRUMS

Children having a tantrum must be expeditiously removed from the classroom for his/her safety, the welfare of other children, and/or staff member safety. In such events, it may be necessary for staff member(s) to firmly but gently physically restrain the upset child. Tantrumming children may be taken to the main office or principal's office in order to settle down. If subsequent calming measures are unproductive, the parent will be called to either assist by telephone or to pick the child up from school.

St. Paul's School is committed to working with parents to help children avoid tantrums and be successful in school. However, continued tantrums on a regular basis may be considered grounds for permanent dismissal from school.

7-D. THE DISCIPLINARY PROCESS OF ST. PAUL'S SCHOOL.

For all students other than those enrolled in the MDO, a *Daily Report* is sent home with smiley faces, check marks, or sad faces to inform parents of the child's school behavior on a daily basis. Teachers will generally utilize time-outs and/or loss of privileges to curb disruptive behaviors and will strive to reward, individually or as a group, positive behaviors. Corporal punishment is never to be inflicted on a child by any school employee or parent volunteer. In addition, the following steps will be followed as part of each teacher's Classroom Management Plan:

- a. The teacher will talk with the child to explain and correct negative behavior. Emphasis is placed on the need to be kind to one another (Ephesians 4:32) and follow the Golden Rule: Do unto others as you would have them do unto you. (Luke 6:31) Actions that hurt other children will require that the child to apologize for their behavior.
- b. The parent will be informed of any such negative behavior. If the teacher involved in the corrective action is no longer on duty, the teacher will provide information regarding the incident to the substitute or assistant teacher who is on-duty and this individual will inform the parent of the situation.
- c. The principal will be informed of any actions in which a child intentionally inflicts physical harm on another individual.

d. If behavior improves temporarily, but the child returns to former negative behavior patterns, further disciplinary actions will be taken which may result in the child being sent to the principal's office and/or receiving a temporary suspension from school.

e. If the behavior does not improve, the child may be permanently dismissed from school. St. Paul's School reserves the right to terminate the enrollment of any child as is deemed necessary to maintain the safety and well-being of its participants or employees without prior notice to the parent. Parents will be held financially responsible for any remaining balance of the minimum required tuition per child. There will be no refund of other fees.

f. The school reserves the right to deny re-enrollment at a later date.

Depending on the severity of behavior, the School Principal reserves the right to begin disciplinary action at any phase or step of this process.

SECTION EIGHT

Uniform, Clothing, and Personal Property Policies

8-A. UNIFORM POLICY

All students in Pre-K3 and older will wear a clean, appropriately fitted school uniform Monday through Thursday. Uniforms are optional for MDO (PreK-2) students.

SHIRTS:

The uniform shirt consists of a purple polo (short- or long-sleeved) with school crest. This is the only uniform item that must be ordered specifically through our exclusive uniform provider, Land's End.

The shirts must be ordered with the embroidered St. Paul's School logo. Ordering information is available through the main office and on the website, www.stpaulsschoolhaymarket.org.

PANTS/SHORTS/SKORTS:

Students are to wear khaki pants, khaki shorts, or khaki skorts (no skirts) with their purple polos. These may be purchased from any vendor of your choosing. Shorts and skorts should be cut modestly.

SOCKS/TIGHTS and SHOES:

Regular length socks may be any color. Knee socks or tights should be white, khaki, or purple. Shoes are to be closed-toed and have soft, non-skid, non-marking soles. We do not allow wheels on shoes. Our goal is to keep noise level down and to prevent black skid marks on floors. Flip flops and clogs are not acceptable.

Students enrolled in Physical Education classes should wear tennis shoes on P.E. days. Failure to do so will result in non-participation or limited participation in these classes.

FRIDAYS:

Fridays will be "dress-down" days. Students may wear play clothes including blue jeans, as long as they are not tattered. Students do not have to wear their uniform shirts on Fridays, but the shoe regulations remain in effect.

We welcome parents whose children have outgrown their uniform clothing to donate the garments to our uniform exchange, if the items are in good condition. Please call the main office to make a uniform donation.

8-B. SPARE CHANGE OF CLOTHES

St. Paul's School recognizes that accidents do occasionally happen, so all children are expected to bring an extra change of clean clothes to school every day in their backpack, just in

case. In the event that an accident occurs and clothing has not been supplied, parents will be called to either deliver fresh clothes or pick their child up from school.

8-C. IDENTIFICATION AND SECURITY OF PERSONAL PROPERTY OF STUDENTS

Parents are expected to put their child's name on all coats, jackets, sweaters, hats, gloves, lunch containers, etc. The school is not responsible for personal property left in the building or on the grounds. A lost and found basket is kept in the office. Lost items will be periodically collected and given to the needy. **Toys are not to be brought to school** with the exception of Show & Tell Day(s).

8-D. CLOTHING FOR OUTSIDE PLAY

Parents should plan for their child to be outside daily as weather permits. Please send proper dress: sweaters, jackets, mittens, etc., and be sure to label all items with the child's name.

8-E. AFTER CARE ITEMS

In addition to all of the above, students attending After Care at lunch time will need a lunch, and at snack time (around 2:30) they will need a second snack.

Students attending After Care at nap/rest time (around 1:00 p.m) will also require the following items:

1) A small sleeping bag OR a mat and light blanket. Ideal mats can be found at: Discount School Supply, item #: 828ECONMAT - 1" Best Value Rest Mat. Link: www.discountschoolsupply.com.

2) ONE small stuffed animal (optional) for nap time. Please, NO PILLOW PETS. No other special toys are allowed in After Care.

3) One small pillow (optional).

4) A super-size, zipping plastic bag for storing your child's bedding materials, such as Ziploc Big Bag Double Zipper size XXL (available through Amazon). This enables us to store your child's items securely and avoid the spread of germs amongst our students.

Please be sure to LABEL ALL ITEMS with your child's name on them. Bedding items will be sent home every Friday for laundering. Please also make sure that your child arrives to school each day with a fresh change of clothes in their backpack in case they have an accident. Children napping in After Care must be potty-trained and should not need to wear Pull-Ups when they sleep.

SECTION NINE

Food and Allergy Policy

9-A. GENERAL FOOD POLICY

The health and safety of our students is our highest priority. Due to the increasing prevalence of food allergies in young children, we take the greatest precautions regarding food items at our school. We also seek to create a clean environment so as to minimize the risk of spreading germs. Please use the following information to assist you when you plan or prepare food items that come into our school, keeping in mind that our children's needs are ever-changing so it may be necessary for us to alter these policies at some point during the school year. If this is the case, parents will be informed of any changes and provided with new information and procedures as the need arises.

- Students are required to pack a snack every day. Kindergarteners, elementary students, and those children enrolled in After Care will ALSO pack a lunch. ***Please put your child's name on his/her lunch container and any individual food or drink containers you wish to be returned.*** Please pack all necessary utensils for your child to use as we do not provide these.
- We have NO provisions to refrigerate or heat (or reheat) food items that your child brings in for snack or lunch. Please provide a "cold pack" in your student's lunch if necessary for refrigeration. Items to be kept warm may be packed in heat-retaining thermoses.
- Parents of children with food allergies must fill out all the necessary forms for our school to have on hand. Please also ensure that the school has any medication that your child may require in the event of an allergic reaction.
- All parents are asked to not bring in any food to the school to share with other students without first consulting the teacher (see below for instructions).
- Please make sure your child has washed his/her hands after eating breakfast and before arriving to school. In addition to protecting the children with food allergies, this simple act helps to protect all from infectious diseases as well as establish a life-long good hygiene habit.
- Please do not allow your child to come in to the school while eating candy, food, chewing gum, or the remains of their breakfast.

9-B. SNACKS/LUNCHES

With the exception of special occasions, children will not be permitted to share their snacks or lunches with other students. However, because of the "sharing nature" of young children and the fact that the act of sharing an item might slip by our notice, we ask that parents please send in food items that are nut-free for your child's lunches and snacks. Please consult our Snack Suggestions List (Section 9-D) for options that are generally considered to be safe for most children with nut allergies. Obviously not all nut-free food options can be listed here; however, we ask that you always make or purchase nut-free items to send with your child. Please check the food ingredient labels on the items you send and do not send any items that contain nuts or are prepared in a facility that processes nuts.

Children with severe nut (or other food) allergies may be seated separately from the rest of the class to minimize the risk of them coming into contact with nut products that were accidentally sent from home with one of their classmates. If your child has other food allergies, such as dairy, and you would prefer them to sit with those that have nut allergies, we will be happy to accommodate your child. Children who do NOT have nut allergies, who would like to sit with a child who has nut allergies, may feel free to do so, as long as their parents are careful to always create 'nut free' snacks/lunches for them to take to school. The teachers in each classroom will be advised of any/all food allergies. Please discuss with them your snack and lunchtime seating preferences.

9-C. BIRTHDAY CELEBRATIONS, HOLIDAYS, AND SPECIAL SNACKS

With prior teacher approval, parents may send in a special snack or treat to share with the class on their child's birthday or for special occasions. In order to keep our children safe, these food items must be completely nut-free. Please choose items from the provided Snack Suggestions List (Section 9-D) or items that have a food ingredient label that specifically states that it is made in a nut-free facility.

The Snack Suggestion List (Section 9-D) includes birthday-type food items including Hostess Chocolate cupcakes and most ice cream treats, which are both peanut/nut free. Please do not bring in any home-baked items or items that are in an opened package. Most grocery store cupcakes have been manufactured in a facility that uses nuts and cannot be brought in, as contamination from nuts may have happened in the store's bakery. Watch for words such as "manufactured in a facility that uses nuts", contains 'trace nuts', any added peanut oil, "on a production line that uses peanuts", etc. The local Giant Food store in Dominion Valley has a frozen bakery section which usually has nut-free cupcakes.

Your child's teacher will examine any items brought in that are not on the Snack Suggestions list, and if the item does not have a nut-free food ingredient label it will not be distributed to any child in our school.

All milk or juice provided by the school or brought to the school to be shared by students at special events must be pasteurized. Organic juices and milk can be contaminated.

Please contact your child's teacher at least one week in advance of bringing in any food items to be shared with the class. Please be specific about what you intend to bring in. The teacher will then work with the parents of food-allergic children in the class regarding the upcoming event menu.

9-D. SNACK SUGGESTIONS LIST

The following information and list is provided to assist parents in purchasing and packing food for their children which will reduce the risk of harming those who may have life-threatening food allergies. All children will be expected to arrive to school with food that is free of peanuts or tree nuts, whether it is food intended only for their self or food to share on special occasions. Even if other children in the class do not have a nut allergy, this policy must still be followed. This is because there are common areas that all children use and there are classrooms that are used

by multiple classes at different times throughout the day or week. In consideration for those with food allergies, and out of love and concern for all of our students, please follow these guidelines when packing a snack or a lunch for your child.

Although this list contains sugary sweets and candies, they are not recommended as ideal snack or lunch choices, but merely as suggestions for the occasional special events in which food might be shared, for example: Valentine's Day parties, holiday parties (Easter, Christmas, etc.), and birthdays in which cupcakes or treat bags may be brought in to the classroom.

PEANUT FREE / TREE NUT FREE SNACK LIST

Please avoid snacks that contain peanuts, peanut flour, peanut oil, or peanut butter or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

Please note: Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut-free. Items with labels that read, "May contain traces of peanuts/nuts" or "Manufactured in a facility that uses nuts or peanut butter" are not acceptable. Also, all packaged snacks must be unopened and in the original packaging.

Quick check brands: Kellogg's, Keebler, General Mills, Betty Crocker, and Quaker Oats brands are excellent at calling attention to allergens in a box, for example: CONTAINS PEANUT AND EGG INGREDIENTS.

HEALTHY SNACKS

FRUITS/VEGETABLES

- Any fresh washed fruit that is slices/peeled, ready to serve (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)
- Applesauce cups (and assorted variety fruit-flavored applesauce)
- Raisins, craisins, and other dried fruits (some dried fruits are not ok; please read ingredient label)
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli)
- Vegetable dips

CHEESE/DAIRY

- Yogurt or drinkable yogurt/smoothies in individual cups or tubes
- Pudding in individual cups, cans, or tubes
- String cheese
- Cubes cheeses
- Kraft Handi-snacks with cheese (with red sticks)

Be careful with any other type of pre-packaged cheese and cracker sandwiches; most contain nuts/traces of nuts

CRACKERS/SNACK ITEMS

- Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
- Nutrigrain cereal bars / yogurt bars (Most other brands of granola bars contain peanuts / nuts or nut traces)
- Special K Bars (NOT Honey Nut)
- Special K Snack Bites
- Fig Newtons (all flavors)
- Quaker Quakes (mini rice cakes) / Mini Delights (all flavors safe)
- Rice cakes (NOT Quaker brand; check for nut-free label)
- Pretzels (most brands, like Rold Gold, are safe, but some Snyder's products are not peanut/nut free)
- Popcorn (most brands are fine, but check the label to be certain)
- Cheez-It Party Mix / Munchie Party Mixes (other brands of snack mixes are not usually peanut/nut free)

Crackers:

- Triscuits, Wheat Thins, Vegetable Thins (all flavors)
- Ritz crackers/dinosaurs/sticks (NOT Ritz bits or sandwiches)
- Town House, Club, Toasteds crackers
- Cheez-Its, Cheese Nips, Better Cheddars
- Premium Saltines, Oyster crackers
- Wheatables, Air Crisps, Munch 'ems, Keebler Snack Stix
- Kashi Tasty Little Crackers (TLC)
- Breton/Dare brand crackers
- Goldfish crackers
- Graham crackers, Graham cracker sticks
- Teddy Grahams or Teddy Graham character brands
- Bug Bites crackers
- Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers

Cereals:

- Cheerios (NOT Honey Nut or Frosted)
- Chex (Rice, Corn, Wheat)
- Cinnamon Toast Crunch
- Corn Flakes
- Crispix
- Frosted Mini-Wheats
- Kashi cereals (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart)
- Kix
- Life (NOT Vanilla Yogurt Crunch)
- Wheaties
- Corn Pops
- Froot Loops
- Captain Crunch (regular)
- Apple Jacks

- Lucky Charms
- Honey Comb
- Alpha-bits

CAKES/CUPCAKES

- Hostess cupcakes, ho-ho's, ding dongs – NOTE: Only baked goods manufactured in a certain Hostess facility are nut-free. To determine this, check the two-digit number which follows the "Best Buy" date. Only items with the number **68** are made in a nut-free facility. (Twinkies are NOT ok, as they may contain trace nuts).
- Store-bought brands with complete ingredient label that states no peanut products as mentioned above. (Homemade cupcakes are not acceptable due to the potential for cross-contamination from home to school).
- Treasure Mills Banana Chocolate Chip Mini Loafs (available at Costco)

COOKIES

- Kellogg's brand Rice Krispie Treats (original)
- Oreos (regular, Golden, or Minis)
- Keebler Fudge Stripes, Fudge Grahams, Grasshopper Fudge Mint, E.L. Fudge sandwich cookies (original and double-stuffed)
- Gripz Chips Ahoy
- Dunkaroos
- Dr. Lucy's Cookies – all flavors (sugar, cinnamon, chocolate chip, and oatmeal)

DONUTS/MUFFINS

- Krispy Kreme donuts/donut holes
- Mini Donuts/Donut holes that follow the accepted ingredient label mentioned above
- Hostess brand (powder, frosted)
- Muffins – mini or regular – Hostess or other store brands that follow the accepted ingredient label mentioned above (no banana nut)

CHIPS

- Bugles
- Cheetos
- Doritos
- Fritos
- Potato chips
- Pringles
- Sun Chips
- Tostitos

ICE CREAM / POPSICLES

- Popsicles
- Whole fruit bars
- Juice bars
- Fruit ice / Icee squeeze-up tubes
- Orange push-ups
- Breyer's Vanilla ice cream
- Ice cream sandwiches, strawberry shortcake bars, sundae cups with proper ingredient label information

OTHER

- Fruit snacks (twists, gushers, roll-ups, etc.)
- Pop Tarts
- Pop Tart Snack Sticks
- Yogos/Yogos Rolls
- Marshmallows

CANDY

- Air Heads
- Blow pops
- Dum-Dum suckers
- Gummy bears / worms
- Hershey Kisses – milk chocolate
- Hershey Kissables
- Jolly Ranchers
- Junior Mints
- Laffy Taffy
- Life Savers (hard and gummy)
- Mike & Ikes
- Milk Duds
- Necco Sweethearts boxes (candy hearts)
- Nerds
- Pixie Sticks
- Runts
- Sixlets
- Skittles
- Smarties
- Spree
- Starburst
- Swedish Fish
- Sweet Tarts (regular and chewy)
- Tootsie Rolls
- Tootsie Roll Pops
- Twizzlers licorice
- Whoppers
- Ring Pops
- Rolos

NOT SAFE SNACKS

This list is not exhaustive, but merely lists several common products that are NOT safe:

- No peanut butter / nuts / trail mix
- No products that do not have a list of ingredients
- No opened products (must be sealed in original packaging)
- No home-baked goods
- No donuts except Krispy Kreme or Hostess ones that follow ingredient guidelines
- No M&Ms – plain or peanut
- No Ritz-Bitz sandwich crackers
- No generic brands / off-brand foods on the Safe Snack List
- No “Little Debbie” products

SECTION TEN

Illness and Health Maintenance Policy

10-A. ILLNESS OBSERVED AT HOME

If a child becomes ill at home and/or has been diagnosed with having a communicable disease, it is essential that you notify the School immediately.

In the interest of maintaining good health and safety for all children in our care, the following list covers conditions that **require** your child to be excluded from school:

- Fever of 100 degrees and over - exclude until child has been fever-free for at least 24 hours
- Diarrhea or vomiting - exclude until child has been symptom-free for at least 24 hours
- Persistent abdominal pain (lasting more than 2 hours)
- Conjunctivitis (pink eye), strep infections, ringworm, and impetigo are all infections and must be treated with medication for a minimum of 24 hours before returning to school. Please do not allow affected children back before this time so that other students are not infected unnecessarily.
- Head injury or stiff neck associated with fever or recent injury
- Colds (child with thick or constant nasal discharge should remain at home)
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can remain in care)
- Rash of unknown origin (especially if accompanied by a fever)
- Scabies
- Tuberculosis
- Chickenpox (varicella zoster) or shingles (herpes zoster)
- Whooping cough (pertussis)
- Mumps, Mumps, or Rubella
- Hepatitis A
- Herpes simplex

If a child is diagnosed with any of the identified diseases, he or she may not return to the school for the required exclusion time indicated. For certain conditions, a physician's note may be required stating that the child is no longer contagious and should be allowed to return to school.

10-B. ILLNESS OBSERVED AT SCHOOL

Parents will be contacted immediately when a child exhibits any signs of illness that require exclusion from school. Parents will need to make arrangements to have your child picked-up within 30 minutes of receiving the call. If the school is not able to reach the parent, the child's emergency contact will be notified. **It is imperative that parents keep their children's information up-to-date and respond immediately to calls regarding illness or injury. Refusal to respond to multiple calls will constitute as being late and the school will charge a late fee if the child isn't picked up within 30 minutes or arrangements made for pickup.** The child will be removed from the classroom to prevent further spread of any illness as well as make them more comfortable during their wait.

10-C. CHRONIC (OR RECURRING) MEDICAL CONDITIONS

If a child has any type of allergy or chronic medical conditions, parents are required to provide this information on the child's registration paperwork. Parents are to submit any and all additional documentation that might be available regarding the child's condition so that the staff will be better informed of the child's particular needs.

10-D. DISPENSING OF MEDICATION BY STAFF DURING THE SCHOOL DAY

No medication (including over-the-counter drugs), will be administered to any child unless the school has on file a properly completed Written Medication Consent Form. This form, available in the office, is to be filled out upon leaving medicine for your child at the school. All medicines must be brought to the office by the parent, not the child. All medicine must be unexpired and must be delivered to the school in a new, unopened package. Please do not put any medicines (including over-the-counter drugs) in the child's backpack, including cough drops.

If a child requires an epi-pen for serious allergies, parents are required to provide TWO epi-pens to the school to be stored in the classroom and the main office, along with a Written Medication Consent Form signed by the child's doctor. For children with severe FOOD allergies, a Food Allergy Action Plan must also be properly completed and on file.

SECTION ELEVEN

Staff Statement of Faith and Code of Conduct

This section is included for parents' information only.

4-A. STAFF STATEMENT OF FAITH

Staff members come from all Christian denominations; however, all are required to sign a statement of agreement with the following:

The Bible is the inspired, authoritative Word of God; it exists without error and therein contains our instructions for holy living.

There is only one God, who eternally exists in three persons: the Father, the Son and the Holy Spirit.

I believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His resurrection, His ascension to the Father and His personal return to earth in power and glory.

I believe that God has provided forgiveness for all men only through the death of Jesus Christ and that through faith in Him, anyone may experience new life.

I believe in the present ministry of the Holy Spirit and that through His indwelling and infilling the believer is able to live a holy life on earth.

I believe in the resurrection of both the saved and the lost, they that are saved to eternal life and they that are lost to eternal separation from God.

I believe in the spiritual unity of believers in Jesus Christ.

11-B. STAFF CODE OF CONDUCT

All faculty and staff members are required to sign a statement of agreement with the following:

Moral Character and Integrity: A moral person chooses to conform to a standard of right behavior. A person of integrity firmly adheres to a code of moral values. Standards are determined by an established, sanctioned code or accepted notion of right and wrong. Values are the standards that govern how one acts and conducts one's life. A Christian's value system has been established by God in His Word, the Bible. Commands for and examples of holy living are found throughout both the Old Testament and New Testament. God desires that we strive to acquire righteousness, virtuousness, and nobility in character, modeling our lives after His Son, Jesus Christ.

We believe that the Bible is the inspired, authoritative Word of God, and that it exists without error and therein contains our instructions for holy living. Therefore, the faculty and staff of St. Paul's

School will conduct our lives, both personally and professionally, based on the teaching found in Scripture. All Scripture will be used to teach, rebuke, correct, and train in righteousness, so that we will be thoroughly equipped for every good work. (II Timothy 3:16)

The faculty and staff of St. Paul's School will present themselves personally and professionally as living sacrifices, holy and acceptable to God. (Romans 12:1) We will consistently model biblical values by not engaging in lying, cheating, gossiping, stealing, use of unwholesome language, coveting others' possessions, committing adultery, committing an illegal act, etc. We will commit to active membership and participation in a Christian church. That participation will be expressed by regular attendance at worship, or, if that is not possible, by participation in a Bible study group or Christian home group, in order to foster a faithful relationship with the Lord Jesus and further accountability within a fellowship of believers.

Each employee acknowledges that St. Paul's School is a ministry which is ever-changing and developing. Every aspect of our work will reflect the attitude that all we do is being done for the glory of God.

Dress Code: Our testimony to others is reflected not only by our behavior, but also by our outward appearance. We will dress with modesty (i.e. - no mini-skirts, short shorts, clothing with inappropriate messages or characters). We will be neat in appearance at all times.

Statement of Agreement: I have read the St. Paul's School Statement of Faith and Code of Conduct and affirm all the statements made in them. My life, both professionally and personally, will reflect my affirmation of these statements. I will abide by all rules and regulations set forth in the Employee Manual. I will at all times, both in and out of school, conduct myself as a faithful servant of Jesus Christ, whom I profess as my Lord and Savior. I understand that I, as an employee of this Christian ministry, represent St. Paul's School and that my conduct will be a reflection of my affiliation with this educational ministry and community. If at any time my actions and words do not properly represent these beliefs and commitments, my actions and words will be grounds for disciplinary action and/or immediate dismissal from employment at St. Paul's School.