

2021-2022 Policies and Procedures Handbook; St. Paul’s Episcopal Day School

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Introduction

In keeping with our Mission and Goals, the following policies and procedures have been developed and adopted to ensure the highest possible quality of education and safety for our students while maintaining a loving and caring community. These remain in effect until amended or repealed.

Please review the St. Paul's Episcopal Day School Policies & Procedures Handbook carefully. It is important that parents and students agree to abide by the rules, regulations, and policies in the school Handbook. Please note that we have modified several areas of the handbook due to the ongoing impact of the pandemic. We expect to continue to update our policies and procedures as we move through the year.

Acknowledgement Regarding Coronavirus/COVID-19

It is widely known that COVID-19 is contagious and is believed to spread mainly from person-to-person contact. Since the spring of 2020, Federal, state and local health agencies and authorities have issued evolving mandates and recommendations related to the virus. St. Paul's continues to review research and modify policies as needed.

But, we cannot guarantee that members of our community will not become infected with COVID-19. It is not possible for the School to ensure prevention of the spread of COVID-19, and you or your child may be infected with COVID-19 despite or regardless of any efforts to mitigate the risk of community spread.

You agree to follow the health and safety guidelines established by School and understand that these guidelines may evolve over time.

Accreditation and Membership

St. Paul's Episcopal Day School is accredited by, and a member of, The Independent Schools Association of the Central States (ISACS). It is also a member of the National Association of Independent Schools (NAIS), the National Association of Episcopal Schools (NAES) and the Kansas City Independent Schools Association (KCISA).

Our Values

Teaching and Learning - We offer an outstanding academic program, and we prepare students for success throughout their entire academic career – from early childhood education, through high school and beyond.

Community - We seek to be a responsible neighbor, we actively care for others and partner with families to achieve our mission.

Character Development - We teach children the life skills they need to reach their full potential.

Chapel - As an Episcopal School, we seek to awaken and instill spiritual values through daily chapel services.

Diversity, Equity, Inclusion - As we strive for justice and peace among all people, we foster a respectful environment that welcomes diverse voices, viewpoints, and cultures.

Our Mission

St. Paul's Episcopal Day School develops confident learners, ethical leaders, and compassionate, engaged citizens.

Governance

The leadership at St. Paul's Episcopal Day School recognizes that the effective partnerships that allow our school and our children to grow and thrive are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals we will reach together. Understanding the school's structure, and the roles and responsibilities of the various leadership positions, is important to allow community members to most effectively and efficiently interact with the school.

School-Church Relationship: The School and St. Paul's Episcopal Church are one legal entity, but the Church has delegated operational authority of the School to the Board of Trustees. The close relationship between the Church and the School is evident in daily chapel lessons, shared spaces, Friday chapel in the Church, and many common outreach events and services.

Board of Trustees: The Board of Trustees (made up of parents and grandparents of current and former students; the Rector, Senior Warden and other members of the Church; and other committed volunteers) is charged with defining the mission, vision and strategic goals for the school and to then establish the strategic plans and School policies that are consistent with these ideals. The Board has a function that is, by design, separated from the daily functioning of the school. The School's Bylaws set forth the legal and foundational structure of the School. What does the Board do? The Board is primarily focused on strategic planning, budgets and issues that will impact the school and its culture over timeframes measured in years and not semesters. Here are some primary Board responsibilities:

Selecting, supporting and evaluating the Head of School: The Board is responsible for hiring the Head of School, and the annual Head of School evaluation process. The Head of School reports to the Board President.

Keeping the mission of the School: The Board is charged with ensuring that all strategic decisions are aligned with and support the School's mission.

Strategic planning: In addition to monthly meetings where strategic issues are discussed, the Board also has a half-day strategic planning session each year to focus on long-term planning and prioritization.

Ensuring financial sustainability of the School: The Board takes a long-term approach to ensure our School will be financially viable for future generations.

Approving the annual budget and setting tuition: Each year, the Board spends considerable time reviewing and approving the budget for the academic and programmatic needs of the School including our faculty and staff, while trying to keep tuition levels affordable for our families and competitive with other area independent schools.

Fundraising for the School: The Board is actively involved in School fundraising efforts, such as Endowment Campaigns, Capital Campaigns, and Annual Fund. In fact, the Board has a history of 100% Trustee participation in the Annual Fund.

Serving as community ambassadors: Trustees support the School and its events and promote our school in the community. Please feel free to introduce yourself to Trustees when you see them.

Developing and reviewing Board policies: The Board regularly reviews Board policies, such as the school's Investment Policies and the Financial Aid Policy, to determine if new or revised policies may be necessary or desirable.

Selecting and orienting new Trustees: Each year the Board selects new Trustees to serve a three-year term, with a focus on bringing a diverse set of backgrounds and skill sets to the Board.

How are Trustees selected?

The Board of Trustees is a self-perpetuating Board and the Committee on Trustees is responsible for recommending Trustee nominations. Each year, this Committee identifies areas of expertise that are needed on the Board to help the school achieve its strategic priorities and long-term needs, and then with input from the full Board, identifies candidates from the community who possess these skill sets and complement those already represented on the Board.

How does Board work get done?

The Board meets monthly, except June and July. Much of the Board's work is done through its committees. Some committees meet monthly, while others meet on an as needed basis. Committees consist of Trustees, administrators and sometimes include additional members from the community that possess a particular area of expertise.

Active committees of the Board for 2021-2022 school year include:

Committee on Trustees: Responsible for governance; for recommending Trustee nominations and orientation of new Trustees; and for the evaluation process for the Head of School and the Board. Also responsible for scheduling and planning the Board strategic planning workshop with the Head of School.

*The Rector and Board President are members of this committee.

Advancement Committee: Responsible for participating in the formulation and implementation of an advancement program for the school which includes: public relations and marketing, specific fund development (annual fund, capital projects, capital campaigns, planned giving, and endowments), alumni and constituency relations including Parents' Guild fundraising efforts, and enrollment management.

Finance Committee: Responsible for reporting on the overall management and supervision of the financial affairs of the school; and for preparation of the annual school budget. This committee also oversees the management of the endowment fund investment and operating reserves.

Building and Grounds Committee: Responsible for working with school's business manager in overseeing, maintaining, and improving the school's facilities and grounds in all areas, and in

ensuring student and staff safety and security on campus. This committee also meets with architects, interviews contractors for renovations projects, and helps develop and refine the school's campus Master Plan.

Task Forces: The Board also may appoint special purpose task forces or committees as needed, with specific goals and expectations based on the strategic plan.

Teaching & Learning

Our curriculum is based on nationally recognized standards and is mapped in Atlas Curriculum mapping using principles of backwards design. Teachers utilize these curriculum maps to plan and deliver instruction centered around overarching goals and student outcomes.

The goals presented in St. Paul's Curriculum Maps are designated to be used by the faculty at all levels as a framework upon which specific grade level curriculum are developed. Individual educators will use these standards. The standards on which instructors build their curriculum are both horizontally and vertically aligned.

An on-going curriculum review process occurs and is led by faculty and the administrative team. Professional Development opportunities as well as in-service days are often used for the purpose of reviewing curriculum.

Homework Guidelines

The amount and type of homework assignments varies by grade level. Therefore, homework assignments will be communicated by individual classroom teachers.

Keeping in mind that students work at different rates, the following is a guide for the amount of time homework might take, depending on the individual:

Parents of early childhood students are encouraged to read to and/or play a game with their child daily

1st – 2nd graders: 30 minutes plus 20 minutes of listening to reading or reading for pleasure

3rd – 5th graders: 45 minutes

6th – 8th graders: 60 minutes

Reporting Periods, Reports, and Keys

St. Paul's Episcopal Day School reports student achievement and development to parents on a quarterly basis. Fourth through eighth grade students and their parents also have ongoing access to assignments and grades online.

Toddler – Kindergarten

Portfolios, class projects and assessments for each student are used throughout the year to document the growth and development of students. Hard copy (toddler through pre-kindergarten) or online (kindergarten) portfolios are used to capture and document the growth of each student. The portfolio moves with the child as they progress. Formal progress reports will be sent to each family in January and at the end of the year.

Grades 1-3

Teachers in Grades 1 – 3 use the following key to reflect a student’s achievement and development.

O – Outstanding S – Satisfactory N – Needs Improvement

Grades 4-5

In Grades 4-5 the grading and reporting key is:

100-93 A	82-80 B-	69-67 D+
92-90 A-	79-77 C+	66-63 D
89-87 B+	76-73 C	62-60 D-
86-83 B	72-70 C-	

Grades 6-8

100-98 A+		
97-93 A	82-80 B-	69-67 D+
92-90 A-	79-77 C+	66-63 D
89-87 B+	76-73 C	62-60 D-
86-83 B	72-70 C-	59 or below NC

NC – Signifies no credit. The student has not completed enough of the assignment to be issued a grade and, as a result, has failed to achieve the minimal objectives of the course during the grading period.

In addition to academic grades, students receive a citizenship rating that reflects overall behavior, preparation for class, and modeling of community pledge.

1=Excellent. The student consistently exceeds community expectations

2=Satisfactory. The student usually meets expectations, but he or she committed a couple of minor missteps.

3= Needs Improvement. The student demonstrates a pattern of misbehavior or commits a major violation of the code of conduct.

E-Learning Guidelines and Expectations

The division heads and grade level teachers will set and share guidelines and expectations for E-learners and for all students in the event of a temporary shift to E-Learning for all or parts of the school. These guidelines and learning expectations will be based on the age and grade level of the students and may be updated and modified during the school year. E-learners are expected to follow the guidelines, policies, and procedures in this handbook.

Absences and Tardies

Procedure for Reporting Absence

If a child is to be absent, parents or guardians must notify the school nurse daily by phone or email before 8:30 a.m. A parent must call every day of a student's absence; otherwise the school office will contact the parent or guardian. All students are expected to stay home if ill or symptomatic for COVID.

For anticipated absences, parents must notify their child's homeroom teacher and the nurse in writing at least one week in advance. In some cases, advance work may be provided. Upon returning, the student must arrange for any makeup work. Parents who wish to obtain their child's assignments must first notify the school office by 8:30 a.m. via email and pick them up at the front desk between 3:30 and 5:00 p.m. Middle school students may also check online for up-to-date homework assignments.

Tardiness

Students are expected to be at school on time. If there are special circumstances warranting a late arrival, parents should call the school office. Students who arrive at school after 8:20 a.m. must report to the front desk for an Admittance Slip which then must be handed to the teacher.

Tardies will be reflected on student grade cards. When tardies become excessive the Division Head will communicate with parents to discuss appropriate corrective actions. A pattern of excessive tardies can impact your child's continued enrollment at St. Paul's.

Late Arrival/Early Pick-up

When a student leaves early, a parent or authorized individual must sign the student out at the front desk.

In toddler through kindergarten, parents or an authorized individual must also sign student in, at the front desk, if he/she is arriving late.

Absences

Students with excessive absences will be referred to the Division Head. Absences impact a student's academic performance. Teachers are not expected to re-teach material for students who have taken voluntary vacations. Parents of students in grades three through eight are strongly advised against taking vacation during the scheduled standardized testing week. Students who miss standardized tests due to voluntary vacations will not be able to make up the test.

Typically, a maximum of five absences per quarter will be allowed before corrective measures will be considered. When absences become excessive, and/or student performance is being adversely affected, the Division Head will communicate with parents to discuss appropriate corrective actions.

Consequences may include, but are not limited to the following: partial credit for work completed, a no credit issued for classwork for that quarter, or required summer work arranged

and paid for by the family. A pattern of excessive absences can impact your child's continued enrollment at St. Paul's.

Community Expectations

Our mission: develop confident learners, ethical leaders, and compassionate, engaged citizens. Daily, students affirm their commitment to our mission and our community by reciting our Community Pledge. Our Pledge celebrates our commitment to one another and provides the framework for our daily interactions both in and out of school.

Community Pledge

As a member of the St. Paul's community, I pledge to be honest, to respect others, to take responsibility for my actions and words, to be kind and inclusive, and to help others do the same.

Be honest (Do not lie, steal, or cheat.) Be respectful.
Be responsible.
Be kind and inclusive.

Our classroom teachers and homeroom teachers hold the primary responsibility for managing day to day student behavior. For most minor issues, the student will be given an opportunity to correct the behavior.

Toddler - Kindergarten

Children actively learn how to solve problems and to develop healthy relationships with peers and adults in a safe, nurturing environment. The foundation is laid in the toddler through kindergarten grade levels to uphold the St. Paul's Community Pledge. As needed, teachers will redirect the students, use a classroom safe spot, or partner with Division Head and parents to design an age- appropriate response. Administration can elevate the response to address a major violation or serious breach of our community expectations.

1st and 2nd Grades

The teachers and Division Head apply a three-tiered approach to address violations of the St. Paul's Community Pledge. Tier One: The teacher addresses the behavior using typical classroom management strategies. Tier Two: The teacher will collaborate with parents to address the behavior with more personalized interventions designed to help the individual student make better choices. Administration might provide support. Tier Three: Parents will be contacted and may be required to meet with the teacher and Division Head. Administration can elevate the response to address a major violation or serious breach of our community expectations.

3rd-5th Grades

If a student is making poor choices that are negatively impacting his/her classroom community or the learning experience, a teacher will use typical classroom management techniques to help the student make better choices. If the behavior continues or reflects a significant poor choice, the student will be asked to complete a Call for Change Slip that will be taken home, signed by parents, and returned.

If the behavior persists, the student will have a practice session with the teacher for a few minutes before or after school to help ensure the student is able to practice and learn the missing skill.

If the behavior continues, the student will meet with the teacher and or division head to work on reflective, restorative activities.

Honesty

Students are expected to be honorable in their interactions with the community and in their academic work. Be honest. (Do not lie, steal, or cheat.)

- Lying is making a false statement or creating a false impression by withholding information.
- Stealing is taking someone else's property (physical or intellectual) without permission.
- Cheating is getting or receiving unauthorized help on any assignment.

Unauthorized help includes, but is not limited to,

- Copying a classmate's work—homework included.
- Working with someone on an assignment designated as independent work.
- Plagiarizing, using unauthorized electronic or other resource assistance.

Students are expected to pledge all academic assignments: I pledge that I have been honest in my work.

For an honor offense, parents will be informed and the student will meet with the division head and any faculty members directly involved to discuss the event. A student may be assigned an educational activity, detention, or in-school or out-of-school suspension.

If the honor offense is cheating, the student will initially receive a zero but will have the opportunity to redo the work.

Depending on the circumstances, an honor offense or repeated honor offenses may result in dismissal.

6th- 8th Grades

If a student does not respond to correction or redirection, a faculty member will contact the parents and may assign a before-school or after-school detention or other appropriate response (examples: a written reflection or a meeting with the faculty member and house advisors.)

If the behavior continues, the student will meet with the teacher and or division head to work reflective, restorative activities.

Honesty

Students are expected to be honorable in their interactions with the community and in their academic work. Be honest. (Do not lie, steal, or cheat.)

- Lying is making a false statement or creating a false impression by withholding information.

- Stealing is taking someone else's property (physical or intellectual) without permission.
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Unauthorized help includes, but is not limited to,

- Copying a classmate's work—homework included.
- Working with someone on an assignment designated as independent work.
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If the honor offense is cheating, the student will initially receive a zero but will have the opportunity to redo the work.

Depending on the circumstances, an honor offense or repeated honor offenses may result in dismissal.

Major Violations of the Community Expectations

Major violations include, but are not limited to, direct disobedience; stealing; vandalism; vilification; physical or threats of violence to self or others; bullying; any form of harassment; truancy (including unexcused class absence); and the possession or use of unauthorized drugs, alcohol, tobacco, inhalants, firearms, explosives, lighters, etc., or other weapons. In addition, students who are intoxicated, use illegal drugs, or in other ways adversely affect their personal image or the image of the school, whether this action takes place on campus or elsewhere, will face disciplinary actions. Students are expected at all times to respect themselves and others and to obey the law.

A major violation or ongoing minor violations may result in elevated responses: including, but not limited to, the following: community service, educational components, leave of absence, in-school or out-of-school suspension, or dismissal.

At the discretion of the school and after considering relevant circumstances of individual situations, professional care or other requirements may be imposed as a condition of continued enrollment. The school, at its discretion, may disclose information concerning a major violation, including to members of the school community and schools in which a student seeks to enroll.

Threats of Violence to Oneself/Others

In the event that a student makes or is accused of either making a concerning threat of violence or serious physical harm towards—or indicating in any way that he/she intends to harm with the use of a dangerous weapon including guns, knives, explosives or other such means—another student, staff member or him/herself, the following actions will be taken:

- The division head will be notified immediately.
- The division head will conduct an investigation.

- In response to a threat, St. Paul's will consider the age of the child and circumstances of the threat, but suspension or dismissal can result. St. Paul's administration will determine how issues of school violence are handled, understanding that each situation is unique.
- When deemed appropriate, the police and school community will be notified.
- Following an incident, teachers and administrators will engage in productive conversations and take corrective action to ensure that the community feels safe.

Members of the school community (employees, parents, and students as appropriate to their ages) are obligated to notify the Division Head or school counselor of any threats of violence to self or others, or of a student who poses a danger to him/herself.

St. Paul's may evaluate whether a student's behavior raises concerns with respect to the life, health, welfare, safety, and property of the school or members of the school community. St. Paul's, in its sole discretion, may determine that a student poses a risk to the life, health, safety or property of the school or any member of the school community, and that the risk cannot be mitigated by reasonable modifications, support measures, or accommodations. In such a case, the student may be required to take a leave of absence to withdraw voluntarily or involuntarily.

Bullying and Harassing Behavior

In keeping with the commitment of all faculty, staff, and administrators to treat all community members with respect and kindness at all times, bully behavior or harassment will be addressed in ways that assist children with developing social emotional skills and positive relationships whenever possible.

Part of child development is learning how to participate in, develop, and nurture social relationships. Although negative social interactions can and will occur in all school settings, we believe that it is possible to significantly reduce bully behavior or harassment through teacher, parent, and student education and commitment.

Bullying

Bullying, as defined by St. Paul's for the purpose of this policy, is when any student(s) willfully and repeatedly exercises power over another with hostile or malicious intent. Bullying may include, but is not limited to, a wide range of persistent, anti-social behaviors such as insulting, teasing, taunting, threatening, humiliating, excluding, gossiping, and name calling. When these behaviors occur in excessive frequency, duration, or intensity they are considered to be bullying. We acknowledge that there is varied opinion regarding what constitutes bullying, but the school, in its sole discretion, will determine whether an incident or action is considered bullying.

Harassment

As defined by St. Paul's for the purpose of this policy, harassment is verbal or physical conduct that is unwelcome and would cause a reasonable person in the recipient's position to be uncomfortable. St. Paul's prohibits harassment based on race, color, national origin, religion, age, disability, sex, sexual orientation, or other characteristic protected by law. Prohibited harassment may also qualify as bullying if it takes the form of the persistent, anti-social behaviors described above. St. Paul's recognizes that, like bullying, there is varied opinion about what constitutes harassment; the school, in its sole discretion, will determine whether an incident or action is considered prohibited harassment.

St. Paul's will not tolerate sexual harassment of students, employees, or other members of the school community by anyone.

Specific examples of behavior prohibited by this policy include, but are not limited to, the following:

- Making unwelcome and/or improper comments about someone's body.
- Sexual advances toward another individual.
- Making requests, demands, or pressure for sexual favors.
- Physical conduct that is or could reasonably be interpreted as sexual in nature (for example, inappropriate touching, grabbing, or showing of private body parts).
- Sending, showing, requesting, possessing, posting or disseminating – whether verbally, via email, text, social media, or some other method – photos, posters, cartoons, emails, etc., that:
 - o Are sexual in nature,
 - o Contain partial nudity or that are sexually suggestive,
 - o Target or relate to any protected status, or
 - o Depict racial or ethnic groups in a derogatory manner.

Cyber-bullying or Cyber-harassment

St. Paul's is also dedicated to preventing and addressing cyber-bullying or cyber-harassment. Cyber-bullying or cyber-harassment occurs when bullying or harassment happens through the use

of any electronic communication device including, but not limited to, email, instant messages, blogs, cell phones, online websites, or through social media. Many times, these behaviors occur outside the school day and are only known to the school if a child or parent reports them.

Reporting Bullying or Harassment

Any St. Paul's student, employee, or other member of the school community who believes he/she has been harassed or has observed what is believed to be harassment should report such incident immediately.

Students are expected to report bullying or harassment that they experience or observe to the counselor or a teacher or administrator so that intervention can take place immediately. School employees must notify the Division Head or school counselor of any bullying or harassment of which they become aware (by observation, reporting, or otherwise) that occurs in or affects the school's programs and activities. Parents are encouraged to notify the Division Head or school counselor of any such bullying or harassment as well.

Anyone wishing to report an incident anonymously may do so, but knowing who is reporting the incident and hearing his/her observations is helpful when investigating the situation.

St. Paul's Response

If a complaint of harassment is received, St. Paul's will conduct an investigation sufficient to adequately respond to the complaint, as well as to ensure that further harassment and/or retaliatory actions do not occur. Complaints will be kept confidential to the fullest extent possible while taking into account St. Paul's obligations to take appropriate responsive action.

Faculty and administration are committed to working cooperatively with students and parents to resolve complaints. Among the resources, which can be successful in resolving conflict among children in our community, are referrals for parents for assistive parent training, family and individual counseling, social emotional skills training classes for children, providing students with literature addressing bullying/harassment and solutions, providing students with research based strategies for improved behavioral self-control, providing students with conflict resolution resources, positive reinforcement for and recognition of kind actions, opportunities for positive social interactions among children, written apologies.

St. Paul's may, in its sole discretion, determine that disciplinary actions are necessary to prevent or respond to a complaint of harassment. Some forms of harassment may also be violations of criminal law and/or be covered by mandatory reporting obligations, which may require St. Paul's to make disclosures to legal authorities before St. Paul's investigates, including names of those who may have been involved.

Non-retaliation

All St. Paul's students, employees, and members of the school community who make a good faith harassment complaint or participate in a harassment investigation shall be protected from retaliation. If any person has a concern that he/she is being retaliated against, such concerns should be brought to an administrator immediately.

Off-Campus Conduct

The school may become involved in alleged misconduct that occurs outside of school where there are reasonable grounds to suspect the misconduct occurred and it:

Interferes with or poses a reasonable risk of harm to the operation of school programs or activities, school property, the reputation of the school, the ability of a member of the school community to participate in school programs or activities; or poses a risk of significant harm to members of the school community or others; or is a violation of the law.

If misconduct is found to have occurred, the school, at its discretion, may respond as if the conduct had occurred on school property or at school-sponsored activities by imposing consequences including suspension or dismissal.

Dress Guidelines

St. Paul's Episcopal Day School does not have a school uniform. While the major responsibility for clothing selection rests with parents, the school administration reserves the right to make the ultimate school attire decisions in keeping with the culture and the mission of the school.

In all divisions, clothing and shoes should be clean, in good repair, and appropriate for weather and classroom activities. Clothing should not have inappropriate language or pictures. Upon entering the school building, hats should be removed. There are special occasions during the school year when students are expected to follow a specific dress code established by the school (i.e. Christmas and Spring Concerts, Grandparents' and Special Friends' Day, and field trips.) Teachers will help to guide parents in these situations.

Toddler - Second Grade

Shoes need to be safe for running and outdoor play (This excludes "cros", flip flops, and shoes without a backstrap). Clothing and outer wear must be appropriate for the weather (hat, gloves, coats, boots).

Third – Eighth Grade

Additional items of clothing that may be deemed inappropriate for school include but are not limited to the following:

- shoes which could be unsafe in moving throughout the building or on playgrounds
- spaghetti strap tanks and halter tops worn without covering
- tops which expose midriff and torso
- any clothing which exposes underwear
- any clothing with language or imagery deemed inappropriate in interpretation through content or placement on the clothing pajamas

With the understanding that the nature of fashion is one of change, the administration may exercise its right to revise this policy as necessary. Students who are wearing inappropriate clothing will be asked to change. T-shirts and gym shorts are available if needed.

Addressing Concerns

Close communication between the school and parents is an important factor in success. Parents may have concerns regarding some aspect of the school's program. In expressing and resolving concerns, the following procedure should be followed.

- Parents should address concerns first to the teacher if the issue is specific to the classroom. If the issue is not specific to the classroom, the concerns may first be addressed to the appropriate Division Head.
- Parents not satisfied following a discussion with the teacher may then address the concern to the Division Head, who will research and review the situation, convene a meeting of the parties if appropriate, and render a decision on the matter.
- In the event that parents are dissatisfied with Step #2, the Head of School should be contacted. The Head of School will review the concern and render a decision, consulting with other school officials as the Head of School determines appropriate. In the Head of School's sole discretion, an independent investigator may be asked to review a concern under school policies and procedures. The parent will receive timely notification of the outcome of the review in a manner, and with a level of detail, determined appropriate by the Head of School.
- If the parent disagrees with the decision of the Head of School, the parent may appeal to the President of the Board of Trustees. The appeal must be made in writing, fully explaining the nature of the complaint and reasons for disagreement with the Head of School's decision. Appeals that raise issues or significant information not raised first with the Head of School will be returned to the Head of School for further consideration.
- The President will work to resolve the concern with all parties. If this is not possible, the President will decide the matter, with or without meeting with the parties, as the President determines, and may consult with other members of the Board of Trustees and school officials in doing so. The Head of School's decision will not be overturned unless the President finds the decision to have been arbitrary, capricious, unreasonable in light of the facts, or against school policies. The President's determination is final. In cases where a concern is raised that the Head of School has a conflict of interest, the President of the Board of Trustees will resolve whether a conflict exists and, if so, appoint an alternative individual to review the concern and render a decision. In cases where the President has a direct conflict of interest (by reason of personal, family, or employment involvement with the matter) or as otherwise decided appropriate by the President, the President may delegate decision making to one or more members of the Board of Trustees.

St. Paul's students and employees are required to cooperate with reviews of concerns and investigations upon request. Failure to cooperate may be grounds for discipline. In cases where a person involved in a review or investigation refuses to participate, the review and investigation may proceed without that person's involvement.

St. Paul's prohibits imposing adverse consequences on an individual as a result of making a good faith complaint or participating in a review or investigation. However, cooperating won't relieve an individual for consequences for the individual's own serious misconduct.

While St. Paul's encourages individuals to seek the emotional support they need with regard to a concern or investigation, members of the St. Paul's community should respect the integrity of the school's review or investigation by refraining from conducting their own review/investigation or

from engaging in gossip about it. Any information that may be helpful to resolution of a concern or investigation should be shared with the responsible school official.

Privacy

Staff members, as a matter of policy, should not discuss the affairs of families in casual conversation within the school or in any inappropriate way at any time. In some circumstances—and in the interest of addressing safety, conduct violation concerns, or as required by law or law enforcement—the school, in its discretion, may share otherwise private information, including with members of the school community and schools in which a student seeks to enroll.

Parents are discouraged from seeking information from faculty that is not appropriate; for example, their child’s ranking in class, discipline given to another student for an infraction, information about another family, etc. In all cases, faculty members are advised not to share such matters with parents.

Application of School Policies

Students and parents shall be subject in all respects to the regulatory and administrative policies of the school, including, but not limited to the relevant academic year’s Policies and Procedures Handbook, as may be changed by the school from time to time. If, in the opinion of the school administration, the student’s conduct at school or away from school shall be unsatisfactory, the student’s academic progress shall be unsatisfactory, or if parents or other person(s) interacting with the school and/or school community by virtue of their relationship with the student engage in conduct or activities which are disruptive or detrimental to the administration, faculty and staff and/or the educational or extracurricular environment of the school, the student may be suspended or dismissed from the school at any time.

Technology Policies

Learning to make appropriate choices with technology is a critical part of the educational process for children as they strive for independence. Monitoring students’ usage and providing guidance about appropriate usage requires strong collaboration between home and school. Supervision is necessary both during and outside of school hours. St. Paul’s Episcopal Day School provides Internet access, electronic devices, such as laptops and iPads, and software to offer vast, diverse and unique resources to both students and teachers. St. Paul’s encourages students to use these tools to promote and support educational goals through research, resource sharing, and innovation. Students working with technology are expected to demonstrate ethical behavior that is consistent with the mission and philosophy of the school.

The Internet is intended to provide a wide range of information in a trusting environment. St. Paul’s believes that appropriate use of the Internet is best achieved through a communal effort involving teachers, parents and students. To this end, the school has taken steps to restrict student access to Internet sites that may contain material that is illegal, defamatory, inaccurate, or potentially offensive. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. High standards of conduct are necessary on the part of the student. The school works to develop and teach responsible Internet usage. In addition, St. Paul’s has formulated an “Acceptable Use Policy” for student device usage while at school and strongly urges parent support of this policy for home devices as well. Parent support of this conduct is critical.

Acceptable Use Policy

The purpose of electronic resources at St. Paul's is to support and enhance the educational objectives of the school and all use must be consistent with these goals. The school reserves the right to define what is and is not appropriate use. Abuses of the acceptable use policy include, but are not limited to, the following:

- placing or receiving inappropriate information on or through the Internet
- using or placing obscene, vulgar or other inappropriate language or images on a St. Paul's computer or network
- purposely searching or accessing any sites that are inappropriate, vulgar or obscene
- using technology to be disrespectful or hurtful to others
- invading the privacy of other individuals including using others' login credentials
- gaining unauthorized access to resources
- violating copyright laws by downloading materials such as software, music, games, or videos illegally
- plagiarizing another person's work or using data from an Internet site without proper citation
- installing software or resources on a St. Paul's computer or network without authorization
- changing configuration or settings of school-owned device without permission
- wastefully using finite resources, i.e., downloading excessive information to a St. Paul's computer or network, or monopolizing Internet resources
- transferring information from a computer not on the St. Paul's Episcopal Day School network without authorization
- utilizing a cell phone or any other smart device for communication or to access the internet during school without express permission from a teacher

It is important to recognize that the Internet can function as an extension of the St. Paul's school community through social networking sites, blogs, and e-mail exchanges, and the expectations of respect and courtesy apply equally here. Students and parents should be aware that such postings have no guarantee of privacy and have the potential to be seen by and forwarded to parties unknown to them.

Disciplinary consequences will result from violation of the above. The use of school technology resources is a privilege and may be revoked at any time. Users are required to report any evidence of violation of these rules to a teacher or to another responsible party.

The school reserves the right to edit or remove any materials stored in files which the staff, in its sole discretion, believes may be in conflict with the above standards. Users of the network will not use their account to obtain, view, download, or otherwise gain access to such materials.

Internet access through the school is intended for the school's authorized users who are responsible for the use of their username. Any problems which arise from the use or misuse of these credentials, are the responsibility of the user (i.e., giving out a username and password to unauthorized parties).

Responsibility for Lost or Stolen Devices:

The school maintains insurance for broken and malfunctioning devices but does not cover lost or stolen devices. All students/families will be responsible for the cost of replacing the lost or stolen device, and charges will be posted to the family student billing account. Students departing St. Paul's must return their iPad, along with any other accessories, at the time they leave, or replacement charges will be made to the account.

Approved Apps and Digital Resources

St. Paul's uses third party applications and online services to support instruction and curriculum. We prioritize protecting student safety, data, and identity when vetting and adopting digital resources. To assist the school in this evaluation process, we have engaged EdPrivacy by Education Framework who provides a data privacy score based on each vendors' compliance with FERPA, COPPA, and state privacy laws. Once the school assesses and adopts a digital resource, EdPrivacy monitors the terms of use and privacy of our approved digital applications. [Click here view the St. Paul's Approved App List](#) for use with students. A consent form will be available in St. Paul's Connect for apps that require direct parental consent in their Privacy Policies.

Student Personal Technology

Students do not need a personal cell phone or smart device on campus. If your child brings a cell phone to school, it must be turned off at all times and kept in a locker or backpack. Students who are misusing a smart watch and/or smart device may be asked to store the item in a backpack or with the teacher or Division Head.

This policy applies to anytime a student is on campus or participating in a school sponsored program: before and after school care, athletic practices and games, carpool, waiting for check in and check-out, and other designated events (Anchor Trips and Science Olympiad meets.) Teachers will communicate any exceptions.

Your child should ask for faculty permission to use a smart phone or personal device on campus or during school sponsored programs. If you have a special circumstance, please contact the division head.

Unauthorized use of a cell phone or smart device is a violation of the code of conduct. Teachers may confiscate devices for violations of this policy.

The following applies if a student brings electronic devices to school.

- No Internet "hotspots" are to be enabled on personal devices on school grounds
- Students accept full responsibility for loss or damage to personal devices
- Student-owned devices are for individual use only, unless otherwise approved by teachers
- Students using their own approved devices are subject to the same Acceptable Use Policy as those using school devices
- Students are responsible for damage to any school issued device
- Cell phone usage is prohibited during the school day. Third through eighth grade students are discouraged from bringing cell phones to school, however if a student brings a device, it must be turned off and stored in a backpack during the school day. Parents should refrain from texting or calling their child's cell phone during the school day. Please call the front desk if you need to get a message to your child.

- St. Paul's Episcopal Day School is not liable for loss, damage, or replacement of cell phones or any personal electronic devices.

FAMILY SUPPORT, HEALTH AND WELLNESS

Guidance and Support

School Counselors- The school counselors provide individual and group sessions for students and their families as well as classroom education around social and emotional health. Individual and group sessions can take place upon the request of the student, parents and/or teacher. The school counselors will have a regular presence within the classrooms, performing preventative education to establish emotional health and wellbeing.

The school counselors may disclose information provided by students or other school community members in some situations, including (1) with written consent of the individual providing information to the counselor, (2) if the information provided to the counselor indicates that a student has been the victim of a crime, and/or (3) when collaborating with professional colleagues or supervisor on behalf of the student or community members.

The Rector- The rector provides pastoral care. Parents, students, staff and faculty may contact the rector by telephone or schedule a visit at the church or school.

The clergy of St. Paul's Episcopal Church and Day School assist with chapel services periodically and conduct the Eucharist services.

Conferences – Parent/Teacher Conferences are scheduled each school year in the fall and spring. Additional conferences may take place upon request of the parent or the teacher. Specific conference dates are listed in the school calendar.

Learning Specialist/Reading Specialist – St. Paul's employs a Learning Specialist who is responsible for the implementation of the referral process; the Learning Specialist also helps coordinate standardized testing for the school. The Learning Specialist also works with students beginning in kindergarten who need additional reading practice and support. Classroom teachers identify those students in need of reading support services and a referral is made by the classroom teacher. The classroom teacher is also responsible for notifying parents in writing that their child has been referred for reading support.

Screenings – In cooperation with St. Luke's Hospital Children's Spot, speech, language, hearing and fine motor screenings are available to all students for a small fee. All pre-kindergarten and newly enrolled kindergarten – 3rd grade students receive an occupational therapy screening as well.

After Hours Tutoring – During the school year, after school tutoring sessions can be scheduled at the mutual convenience of the student and the teacher. Teachers provide assistance for their own students, but do not tutor them. Tutoring services are provided for a fee, by St. Paul's teachers who do not teach at the grade level of the child. In the event that a parent must cancel a session, he/she must notify the teacher 24 hours in advance in order to avoid accruing fees. We recommend that tutoring provided by St. Paul's faculty occur at the school. The school accepts no responsibility or liability for children or faculty when services are provided off campus.

Outside Assistance and Evaluation—St. Paul’s School makes every effort to meet the needs of all admitted students. On occasion, it may be determined that a student needs additional help beyond the classroom setting. A referral system is in place to assist families and teachers in locating resources to assist children as needed. If accommodations or modifications are needed in order to help a child be successful at school, the school will meet with parents and determine eligibility for such accommodations/modifications. Assistive classroom strategies are routinely put in place at the teachers’ request when a student demonstrates the need for additional support.

Confidential reports, evaluation results, and similar documents obtained from and/or shared with the school by parents regarding their child will not become part of a student’s permanent academic school record unless specifically requested by the parent(s); such information will be shared if needed to provide the student with appropriate accommodation. All services provided in school must be arranged and approved by the Learning Specialist and Division Head.

Outside Providers—St. Paul’s will occasionally allow outside providers to assist students during the school day when determined to be an appropriate accommodation. The school reserves the right to approve or not approve services, especially if the service conflicts with the core education program provided at St. Paul’s.

Outside providers must be arranged and approved ahead of time through the Division Head. Approved outside providers will also need to complete a St. Paul’s background screening and complete required training.

Illness and COVID-19

Changes in COVID-19 procedures and protocol and changes will be communicated to community members via email.

A registered nurse is typically available to our school from 8:30 am to 2:30 pm every day that school is in session. The nurse is responsible for the following services:

- First aid for students injured at school
- Evaluation of an ill child to determine if the condition can be resolved with brief rest, snack, bandage, cold compress, etc.
- monitoring daily attendance
- review of the immunization status of each student to comply with state regulations
- administration of over the counter and prescription medications prescribed by students’ physicians as requested/authorized by parents

COVID-19 Response Plans

We have put in place numerous mitigation factors, but we expect we will need to respond to COVID-19 cases in our community. We also expect we will need to continue to modify and update these response plans throughout the year.

- **Check your child for COVID-19 symptoms before leaving the house. If your child has symptoms, do not come to campus and consult your health care provider.**
- If a student is symptomatic on campus, you will be contacted and asked to pick up your child as soon as possible.

- If your child or a member of your family tests positive or is exposed to someone who tests positive, immediately contact the health department, the school nurse, and your appropriate division head.
- Your child's return to school following symptoms, a positive test, or exposure to a person with COVID-19 will be based on the latest health guidelines.
- While respecting privacy, we will notify you if your child is in close contact with a community member who tests positive.
- We will work with health department to identify close contacts and primary exposures to positive cases. If a student or group of students are identified as close contacts, they will be required to follow the quarantine procedure.

General Illness Guidelines

If a student is not feeling well or has an injury, he/she will be taken to the school nurse by a teacher (younger students) or given a health pass to see the nurse (students in first grade and older). The nurse will assess the student and provide care.

Students with a temperature of 100 degrees or more, students who have symptoms of illness, or have an injury that requires further evaluation will be sent home with a parent or guardian.

Students that are not able to participate fully in classroom activities may also be sent home at the nurse or teachers' discretion. The school believes that a child that is unwell is unable to focus on school work and has the potential for spreading illness, and, therefore, should be sent home and refrain from after school activities.

A student sent home with a 100 degree temperature or illness must be symptom free and fever free without the aid of fever-reducing medicine for 24 hours. In addition, students must be emesis (vomit) free for twenty-four hours prior to returning to school. *Due to COVID-19, the time to return to school may be longer based on symptoms, guidelines and advice from health authorities. These guidelines are subject to change based on the latest health guidelines.*

To protect your child and to prevent illness from spreading, please keep your child home if any of these symptoms are present.

- Excessive diarrhea and vomiting.
- Severe sore throat
- Undiagnosed rash or skin lesions
- Red or discharged eyes
- Temperature of 100 or over.
- Unable to perform classroom work or participate in classroom activities
- Any high risk or moderate risk COVID-19 symptoms

Please inform the school of any communicable illness so precautionary measures may be taken for those exposed. Some examples of communicable diseases would be:

- Influenza
- COVID-19
- Chicken Pox
- Fifth Disease
- Strep Throat

- Pink Eye
- Mono
- Hand, Foot and Mouth disease
- Impetigo
- Head Lice. We will follow the recommendations set by the American Academy of Pediatrics for managing head lice in the school setting. A list of guidelines will be available upon request.
- Children absent from school due to illness are expected to refrain from after-school activities until they are well enough to return to school.

Immunization, Health/Emergency Forms & Accidents

The State of Missouri requires all students to be adequately immunized prior to being admitted to school. St. Paul's will set requirements for vaccinations, and proof of required vaccinations is a condition of enrollment each year. In addition, St. Paul's requires that health and emergency forms be on file for each student.

In the case of serious accident or illness, the school makes every effort to contact the parents immediately. If this is impossible, the school will contact the emergency contact whose name has been submitted on the Emergency Form. For this reason, it is the parents' obligation to ensure the Emergency Form is complete and up to date with accurate names and phone numbers.

Medication Policy

The school can only administer prescription drugs that are in their prescription bottles or with written directions from a physician. Controlled substances (medication for anxiety, attention deficit disorders and some pain medications) must be brought into the school by an adult and are kept locked. Over-the-counter medications are available with written permission (consent for administration of medication form) and will be given according to package directions at the discretion of the school nurse. With prior notification to the school, students may carry their own medication as part of a treatment plan) i.e., emergency seizure medication, medication for life threatening allergies, or medication for asthma.

Influenza

Students, faculty and staff should stringently follow sanitary measures to reduce the spread of influenza, including covering their nose and mouth with a tissue when coughing or sneezing (or coughing or sneezing into their sleeve if a tissue isn't available), frequently washing hands with soap and water, or using hand sanitizer if hand washing with soap and water is not possible.

Food Allergies

While older students are better able to manage their food allergies, younger students with food allergies may require assistance from their parents and their teachers. Before the first day of school, parents who have students with life-threatening allergies will provide to the nurse or front office personnel an emergency treatment plan and all relevant prescribed medications. The school nurse is available for individual consultation as needed.

- Parents of students with serious food allergies requiring an Epi-pen will provide:
- Detailed and specific information regarding the child's food allergies.
- A step-by-step emergency plan developed by the child's doctor.

- ❑ Appropriate medications, including two Epi-pens for those students who may need them, and instructions for when and how to use.
- ❑ Medications, Epi-pens and the emergency treatment plan complete with instructions are stored in a transportable bag that travels with the child while at school.
- ❑ Parents will agree to teach their children appropriate allergy management methods, including, as needed, not to share food or accept food offered by anyone at school.
- ❑ All food to be consumed at school including snacks, lunch and treats for birthdays and class parties must come from home. Students with serious food allergies must bring their lunches from home daily. As a student becomes more independent in managing his or her allergies, and if a parent and doctor feel it is safe for the student to consume food at school, the parent should reach out to the Division Head.

St. Paul's will provide appropriate accommodations, including:

- ❑ Teacher training, as appropriate, on how to administer medications and an Epi-pen in an emergency situation.
- ❑ The school nurse will present education and information to all students in affected classrooms. Resources used are provided by "The Food Allergy & Anaphylaxis Network". <http://www.foodallergy.org>.

Cafeteria Protocol

We recognize that due to the many different types of food allergies, it is not possible to declare any part of the school, including the cafeteria, "free" of a particular food item. Either the child or the classroom teacher will wipe down the area where the child plans to sit. In addition, teachers will make reasonable efforts to prevent students with allergies from sitting next to someone who has food containing the allergen. After lunch, all students will be instructed to wash their hands thoroughly to prevent the spread of allergens within the classroom.

North Wing (Toddler – Kindergarten)

Due to the increasing numbers of children with life threatening allergies to nuts, reasonable effort will be made to keep nuts and nut products from entering the North Wing classrooms, which house our youngest children. Young children with life-threatening allergies are generally understood to be at a higher risk for complications associated with an allergic reaction. Peanut butter presents additional challenges within the environment due to its consistency and potential for sticking to hands and surfaces. While we cannot declare the North Wing "Nut Free," we request that nut products not be brought into the North Wing classrooms.

GENERAL INFORMATION, POLICIES & PROCEDURES

Admissions and Financial Aid

St. Paul's Episcopal Day School is a not-for-profit educational institution and subscribes to the following admission policy:

St. Paul's admits students of any sex, gender, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, gender, race, color, national or ethnic origin

in administration of educational policies, allocation of financial aid, admission policies, or athletic and other school-administered programs.

General Admissions Procedures

Prospective students interested in applying for admission to St. Paul's should contact the Admissions Director. All prospective students must complete the admissions process following general admissions procedures. Please review the website for a full description of the admissions process.

Financial Aid

Financial Aid is available to parents of students in Toddler through 8th grade. Parents of students in the Toddler two-day or three-day program may not qualify for a Financial Aid award. An online application is available via the Tuition Assistance tab on the school's website. While the school accepts Financial Aid applications throughout the entire school year, applications and supporting tax documents must be submitted by December 31 for returning students and by January 15 for new students in order to be considered in the primary awarding of the school's budgeted tuition assistance funds. Any applications received after these dates will be awarded tuition assistance only if budgeted funds have not been depleted by primary allocation of funds.

Continuing Enrollment

The acceptance of the student for enrollment in any school year shall not obligate the school to accept such student in any succeeding year. A student's enrollment is conditioned upon the student's satisfactory completion of the current academic year and the completion of any school- required summer school work or the equivalent thereof to the satisfaction of the school. Students may be suspended or dismissed because of behavioral concerns as described in this handbook.

Continued enrollment is also conditioned on the payment of any outstanding balances due to the school for the student and/or any other students with one or more of the same financially responsible parents.

Auto Insurance

Families involved in carpools are required by law to have liability insurance. It is the responsibility of each family to check with an insurance agent regarding adequate auto insurance coverage.

Carpool Guidelines and Procedures

Typically, students are transported to and from school by their parents or other designated adults. Security officers and faculty assist in directing traffic flow. In the interest of safety, families are encouraged to follow car seat guidelines and insist upon seatbelt use for all children riding in carpools. All students are assigned a pickup and drop-off location and a carpool number. The carpool number must be visibly displayed in the vehicle when picking up students in the car pool lines.

In the event a student will not use the carpool system (e.g., walkers, bikers, public transportation, etc.) special arrangements should be made with the appropriate Division

Head(s). In the event a carpool arrangement must be changed, parents should notify the front desk so that all faculty are notified of the change.

During afternoon carpool do not park in Starbucks' lot or on 41st Street. Please proceed through the carpool line.

Factors which impair your child's safety during drop-off and pick-up include:

- cell phone usage
- crossing streets
- moving vehicles while car doors are open
- moving before buckling seat belts
- loading or unloading children on driver's side of car
- loading more children than number of seatbelts
- walking in to pick up students

The school accepts no liability for students or adults who are hurt because of failure to follow the carpool procedures.

If, on occasion, it is absolutely necessary to pick up your child during dismissal time without following the designated procedure, please park in the north end of the Main Street parking lot.

Dropoff and Pickup

Drop off for all students is between 8:00am and 8:20am. Toddler – kindergarten grade will be dropped off at the main parking lot entrance and proceed to their designated areas.

First - eighth grade will be dropped off on Walnut St. and proceed to their designated entrances.

Students will be dismissed directly from their classrooms for afternoon carpool. Families will pick up their students in the same location as morning drop off.

The Chapel Program

Faculty and students participate in chapel worship services through prayer, Bible scripture readings, storytelling, singing, dramatization, interactive discussion and visual aids. The rector and faculty guide the chapel program.

Chapel service is held each morning in each division's commons area. All-School chapel service is held in the church sanctuary on Fridays at 8:30 a.m.

Class Placement

Students' current teachers meet with the Division Head to place students in homerooms and class assignments for the coming year. The goal is to place students in heterogeneous sections. *If a parent feels there is an extenuating circumstance that requires a request, it should be submitted in writing to the Division Head by May 15th.*

Placement criteria include but are not limited to gender, academic levels, age, inclusion of new students and previous placement.

Cubbies and Lockers

Students are assigned lockers or cubbies and are encouraged to keep their personal belongings secured. Backpacks are to be stored on the hooks assigned to student homerooms or in lockers. Gym lockers are assigned to students in 6th - 8th grade. The school reserves the right to search and seize any contents on school property.

Co-Curricular Programs

Athletic Program

At St. Paul's, athletics are integral to the development of a student's total well-being. The following students are eligible to participate on school teams: grades 5-8 in soccer; grades 5-8 in cross country; grades 5-8 in basketball; grades 5-8 in tennis; grades 5-8 in lacrosse and girls in grades 6- 8 in volleyball. Athletic teams may be divided according to skill level. Students in lower grades participate in parent-led athletic teams and identify themselves as St. Paul's teams, but are not under the auspices of the school's athletic program.

Buddy Program

The Buddy Program focuses on building our school community by developing caring, trusting friendships and sharing learning experiences between older and younger students. Together, buddies read, write stories, play games, attend chapel, and have fun.

Service Learning

Each grade level has partnered with a community organization and participates in a variety of service activities with the organization and in their classroom. Examples of these organizations include Ability KC, Operation Breakthrough, and Nourish KC. St. Paul's also supports the St. Paul's Church Food Pantry and our sister school in Haiti. All middle school students are expected to complete an additional ten hours of community service.

Development and Advancement

The advancement personnel at St. Paul's Episcopal Day School foster long-term relationships with members of the Day School's community and raise funds to support the mission of the school. Advancement efforts include communication, public relations, marketing, special events and fundraising. Advancement efforts benefiting the school are consistent with its values and culture and contribute to advancing the school's mission. Advancement activities are inclusive and strive for a high percentage of participation.

All fundraising activities that benefit the school, individual classes or grade levels, and individual faculty must be approved by and coordinated through the development office.

Use of Contact Information Provided on Emergency Form: Contact information gathered on the student Emergency Form may be used to solicit, inform and invite parents and grandparents throughout the year to development events, fundraisers and friend-raisers, and community events unless the school is notified in writing by a parent stating otherwise. The Parents' Guild is given access to name and address information only for purposes of school fundraising.

The school's gift acceptance policy is available from the Development Office.

Drills

Fire and tornado drills are conducted regularly during the school year. Directions are posted in each room and/or discussed with faculty and students. When the alarm sounds, students and teachers respond quickly and appropriately. During August in-service days, teachers review lockdown procedures and participate in a lockdown drill.

Enrichment Programs, Before and After School Programs

Students must be registered for each program. Applicable fees must be paid as stipulated. Registration changes for any Enrichment Program must be made in writing to the Enrichment Programs office.

A-team and Lunch Bunch: A-Team is available from 11:45 a.m.–3:30 p.m. for students enrolled in toddler and preschool classes. Pre-K A-Team is available from 1:00 pm – 3:30 pm for students enrolled in pre-kindergarten.

Lunch Bunch gives half-day toddler and preschool students a chance to stay at school and eat lunch with friends in a well-supervised atmosphere. After lunch, students enjoy a half-hour recess. Pickup time is 1:00 p.m. Students not picked up from Lunch Bunch by 1:15 will join A-Team, and parents will be charged appropriately. Lunch Bunch is offered five days a week for pre-registered students

After-School Programs

After-School hours are spent in a variety of activities, including large and small motor play, playground time, homework time, snack time, and arts and crafts time. After-School starts at 3:30 p.m. and closes at 6 p.m. Parents arriving to pick up children after 6 p.m. will be assessed a late fee of \$1 for every minute past 6 p.m. All students must be signed out of After-School by a parent or guardian with the sign-out time indicated. Parents who do not sign out their children from After-School will be charged for a minimum of one hour of After-School.

After-School Classes and Music Lessons

During the school year, After-School Classes are offered each semester. These popular offerings include classes in art, chess, fitness, music, theatre, and more. Classes are open to all St. Paul's students, regardless of whether they are registered in After-School. Classes are

held from 3:45 p.m.–4:45 p.m. and are taught by faculty members or community professionals.

Music lessons are taught each afternoon. Lessons are one half hour in length and are held on the St. Paul's campus. Scheduling is done through the Enrichment Programs Office on an individual basis for the convenience of the teacher and student.

Early Room

Care before school is offered as early at 7:15 am.

Summer Enrichment Classes

Each summer, St. Paul's offers Student Enrichment classes and a traditional day camp to students from toddlers to teenagers. St. Paul's offers a safe, caring atmosphere for students to learn and play and all classes are taught by St. Paul's teachers or area professionals.

Vacation Day Programs

Vacation Day programs take place on certain designated "Early Dismissal" and "No School Days" during the school year. A minimum number of students must be registered for each Vacation Day by the registration deadline in order for St. Paul's to offer this service.

Events

St. Paul's Episcopal Day School hosts a variety of events throughout the school year to provide social opportunities for parents and enrichment for students and families.

Auction

The Auction is the Parents' Guild's major social, fundraising event. Monies raised help offset costs of the quality education at St. Paul's.

Baccalaureate Service

Prior to graduation, eighth grade students attend a Baccalaureate service -- a church service to honor their time at the school and their impending graduation. Faculty, staff, family, friends, church congregation, and Board and Vestry are invited to honor the graduating students. The church presents each graduate with a Bible inscribed with his/her name. A reception hosted by the seventh-grade students and parents follows.

Book Fair

Each fall, the Parents' Guild coordinates a Book Fair to raise awareness and interest in reading and to help raise funds for the library.

Cultural Arts Events

St. Paul's offers a wide variety of cultural arts events for students at all grade levels. These include musical performances, museum visits, guest speakers, etc., which enhance the units of study on which the students are working.

Eucharist Services

The Holy Eucharist is the foundation of the spiritual and sacramental life of the Episcopal tradition including the Episcopal Day School tradition. Students in third through eighth grade participate at their comfort level in this liturgical experience three times each year (at the beginning of the year, around Christmas, and the Friday after Easter). Baccalaureate is another service at which the Eucharist is served.

Graduation

Eighth grade graduation is held in the multipurpose room of the north wing building at 10:00 a.m. on the Friday of Memorial Day weekend.

Grandparents' and Special Friends' Day

Students in kindergarten, fourth and eighth grades participate in Grandparents' and Special Friends' Day by inviting their grandparents or special friends to spend part of the day at school. This is a special day enjoyed by both students and their grandparents or special friends, which culminates for the whole school in the STEAM Fair.

Pet Blessing

A special chapel service is held around the date of the Feast Day of St. Francis of Assisi. Students are invited to bring a pet to take part in this service. Students may also bring a stuffed animal or picture of their pet(s).

School Carnival

The School Carnival is held in the Fall. The event is coordinated by the Parents' Guild who seeks participation and involvement of parent and student volunteers.

Shrove Tuesday Pancake Breakfast

Eighth grade students, parents, and faculty participate in the preparation of a morning pancake breakfast. Proceeds are used by the 8th grade to purchase a class gift for the school. The entire St. Paul's community is invited to attend.

Steam Fair

St. Paul's hosts a STEAM Fair each spring. The entire community is encouraged to attend.

Thanksgiving Ingathering

A St. Paul's tradition is an annual gathering of food for the church pantry. Over the years, the church and school community have been exceedingly generous in providing food, which is presented to the pantry at St. Paul's Thanksgiving Day Chapel Service.

Thematic Units, Project Based Learning

Throughout the year the faculty and students host culminating events for grade level thematic units and project-based learning assignments. Parents and visitors are invited to campus to experience student performances and project outcomes.

Field Trips

Field trips are a valuable source of enrichment to supplement classroom learning. Individual classes arrange for a variety of field trips taken throughout the school year. Parents must complete the universal field trip permission slip on the Emergency Form in order for children to participate in field trips. Information specific to each field trip will be sent home or posted online prior to the trip. The school provides transportation and supervision on such trips.

Inclement Weather – Classroom teachers will consult with their Division Head to determine when a field trip needs to be cancelled or re-scheduled due to the threat of severe weather. If there is a threat of severe weather such as a Tornado Warning while students are on a field trip, the following steps will be taken to ensure the safety of all children and faculty.

- Teachers and parent volunteers will remain calm—always keeping in mind the best interests of the students.
- All efforts will be made to get to the nearest and safest location and, when possible, without traveling by vehicle to another location.
- In the event of an active tornado warning, the closest public or private facility will be sought to provide the safest space for students and faculty.
- Teachers and parents will work together to contact the school for guidance in the event of a weather emergency while away on a field trip.
- As soon as possible, updates from the Head of School will be posted on the website, sent via email or through the One Call Now system, but the faculty's first priority is to take care of the students and ensure their safety.

Financial Obligations

Per the 21-22 Continuous Enrollment Contract that was signed, moving forward, students are enrolled at St. Paul's Episcopal Day School until they graduate in 8th grade. Families are responsible for notifying the Director of Admissions via email if they plan to withdraw their child by February 28th. After this deadline has passed, families will be responsible for the child's deposit (10% of tuition, less any financial aid). Deposits will be billed to the family's student billing account by March 5. Unpaid deposits will accrue interest at the rate stipulated below.

The School does not promise or guarantee any particular program, mode of delivery, curriculum, employee, or student enrollment level. The School retains the right to change the School's programs, curriculum, mode of delivery, or workforce in its discretion. Refunds will not be provided because of such changes.

If a family withdraws after August 1, their financial responsibility is 100% of tuition and fees.

It is each family's responsibility to carefully read and fully understand the terms of the enrollment agreement. Families may select and are billed according to one of three payment plans for tuition and fees each year. All incidental charges, such as Extended Day drop-ins, incurred by or for the student, will be billed monthly and are due the month after they are billed.

Veracross charges the following fees for both AutoPay and manual payments made via St. Paul's Connect:

- ACH: 0.15% + \$1.00/transaction
- Visa/Mastercard/Discover: 2.85% + \$0.30/transaction
- American Express: 2.95% + \$0.30/transaction

If a payment is declined for any reason, a \$17 failed payment fee will be added to the student billing account for each declined payment.

Parents are responsible for checking their account balance periodically and paying any charges that are due for the account within 30 days of billing, or interest will be charged at the rate stipulated in the enrollment contract (one percent per month). If payment for charges is more than 90 days past due, the school reserves the right to remove the student from the school. Additionally, the student may not be entitled to graduate, receive a transcript of credits, or grade cards until all charges have been paid in full. Finally, the student's enrollment for the following school year may be placed on hold or canceled if the balance is not brought current upon notification by the school Business Office.

St. Paul's allows only one student billing account per student, regardless of the number of households in the student's family. All parents responsible for a student have access to that child's student billing account in St. Paul's Connect and may make payments as agreed to by all parties involved, as long as the account is kept current per the terms of the student's contract and payment plan. The school policy supersedes any functionality of the student billing software used by the school.

Force Majeure Events

In the event of any failure or delay in School operations resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation force majeure events (defined as Acts of God, fire, flood, natural disaster, inclement weather, pandemic or public health emergency, power outage, government or government agency restrictions/orders/regulations/laws, war or similar action, acts of terrorism, insurrections, riots or civil commotions, labor disturbances, or other similar causes beyond the reasonable control of the School), tuition obligations will continue and the School will not be liable for any such failure or delay in its performance. School schedules may be extended for a period of time equal to the time lost due to any delay so caused and/or classes may be conducted via distance- learning basis and/or weekend classes may be scheduled, in the School's discretion.

Gifts

The following policies exist to prevent conflicts of interest and to provide helpful parameters for teachers and parents which are consistent with our mission and school culture.

Students are not allowed to purchase or exchange gifts at the school with their classmates, except as part of a teacher-directed activity. No individual gifts should be brought to school at any time.

Holidays & Birthdays

No invitations should be brought to school at any time. Parents' Guild Room Parents host holiday parties in classrooms throughout the school year. The Parents' Guild Executive Committee and Board work with the school administration to establish guidelines for these classroom activities each year. Parents may make arrangements to bring simple treats (no lunches) for an entire class by working with the faculty involved.

Faculty & Staff Appreciation

The Parents' Guild Staff and Faculty Appreciation Committee provides a special lunch at the beginning of the school year and hosts Staff and Faculty Appreciation Days to recognize and thank staff and faculty. Individual students and families may present gifts to their child's teachers if they feel inclined to do so, but this is in no way an expectation. Room parents may provide the opportunity at Christmas and/or at the end of the year for a family to donate \$5 or less for a collective class gift. The gift should be presented from all grade level families regardless of participation. This may be a personal gift or a gift for the classroom.

Library

Students are financially responsible for replacing any lost library books. The Birthday Book Plan allows a book to be donated to the library in the student's name. A bookplate in the selected book identifies the donor.

Lost and Found

Families are encouraged to mark all personal items, including clothing and school supplies, with your child's name. Items left at school can be found in the Lost and Found bins throughout the school building. Parents and students are urged to check for missing items. Unclaimed articles are donated regularly to charity.

Lunch

St. Paul's offers a lunch each school day. A 25-minute lunch period is held between 11:15 a.m.– 12:45 p.m. during three lunch periods. Toddler through PreK eat a family-style lunch within their classrooms and kindergarten through eighth grade eat in the north-wing Multipurpose Room.

Pre-school-8th grade students who wish to have a hot lunch at school will sign up with their teacher for lunch each morning. Lunches will be charged to the student billing account. Milk and water are provided for all students daily at no additional cost.

Media Release Non-Consent Form

St. Paul's loves to celebrate the accomplishments of our students by sharing information with the community. To do this, we may submit press releases to local media (newspapers, radio, television, online blogs) that include student names, student work, student photographs, and

video and/or voice recordings. We will communicate with parents in advance of any external publication in local media.

In addition, the school may choose to publish and/or display this information in school-sponsored publications, at various school or public functions, on our website(s) and various social media channels. While the intent of this practice is to be informative and celebratory, we recognize that concerns may arise regarding a student's right to privacy and publicity rights.

St. Paul's often utilizes photos/videos of students in the school's marketing and public relations efforts, including the publishing of photographs/videos in newsletters, web site pages, e-newsletters, brochures, advertisements, etc. It is the policy of the school to not publish last names of students when associated with print photos, and to publish only group titles (such as 6th graders, or Math Counts team members) when publishing media online. Parents agree to these publishing guidelines when signing the enrollment agreement for their student each year. If you do not agree to allow St. Paul's to publish and/or display such information about your student, you must notify the student's Division Head each school year.

Use of Personal Photos and Videos

Students and parents are asked not to use their own photos or videos of school events that include students without the express permission of the school and the parents of all students involved. If the pictures or videos are of school events, permission from the Head of School should also be sought.

Professional Development Days

Each school year, time is set aside to allow staff and faculty to participate in scheduled professional development activities. Classes are not scheduled or are dismissed early on those days.

Recess

Unless excused in writing for medical reasons, all students participate in outdoor play activities. Appropriate seasonal clothing is required.

Saving Seats at School Programs/Events

Several seats should not be saved at any school event in advance or while seated. You may sit in a seat and reserve seats for your family and/or guests. Please refrain from saving seats for other St. Paul's families. The only seats to have "reserved" signs are the ones purchased at the auction.

School Closings

St. Paul's uses One Call Now and email to notify all parents of school closings or cancellations. Parents should make sure to notify the school of any changes in their contact information to ensure prompt receipt of these and other messages from the school. In the event of severe winter weather conditions, the community will be notified via email and, local television stations will also be notified. One Call Now and radio and television

broadcasts will provide information regarding closing of school or delayed start time of school.

School Communications

Annual Report

An Annual Report will be published each year, reflecting the financial status of the school. It includes a complete listing of donors who participated in the Annual Fund Campaign or who made other gifts to the school.

Admissions Viewbook

The Admissions Office publishes an informational viewbook for prospective families each year. It includes information about St. Paul's curriculum, admission requirements and tuition.

Calendar Email, Spartan Schedule

A weekly email is sent highlighting upcoming events. Please update your contact information to ensure you are included on the distribution list. Please contact Christina Cutcliffe if you are still not receiving these emails.

Flyers, Posters, and Handouts

St. Paul's Episcopal Day School is committed to saving resources and printing as little as possible as a means of distributing information. However, if it is felt that a printed flyer should be distributed, permission must be given by a member of the administrative team. All original flyers must first be approved, copied and delivered to the school for distribution to the youngest or only child. (The distribution information is available through the school office.)

St. Paul's Social Media

Please "Like" the St. Paul's Facebook page to see interesting tidbits from our school days and to be reminded of important events. Follow the fun at www.facebook.com/stpaulskc and find us on Instagram and Twitter @stpaulskc

Yearbook

All students receive a yearbook which is published in May.

Website

St. Paul's Episcopal Day School's web site address is www.speds.org. The site is used to communicate to our community and is used as a marketing tool to reach new families. Most of the information that current families will need to stay up to date on what's going on at school can be found here.

School Directory

St. Paul's Episcopal Day School collects and compiles all information included in the school directory and makes it available as a service to St. Paul's families only. The directory is not to be sold or shared with other organizations, and it is not to be used for solicitation purposes without direct authorization from the Administration. In

accordance with Board of Trustees policy, St. Paul Episcopal Day School prohibits promoting for-profit sale of any goods or services, professional or hobby. The distribution of materials related to not-for-profit events will be approved on a case-by-case basis.

Parents are responsible for supplying all pertinent information to the school. Any changes in address, names, or telephone numbers should be updated in St. Paul's Connect and reported to the school office immediately.

Security

St. Paul's is committed to safety and security. All guests are required to check in upon entering the building. During school hours, we typically have a security guard patrolling the campus.

Teachers and staff supervise the children during the school day. A parent or responsible adult must accompany all children who attend extracurricular community events. Parents are responsible for the supervision of their children during extracurricular events.

Firearms and Weapons

Firearms and weapons shall not be brought onto school property or when participating in school-sponsored activities. Weapons include knives (except when possessed by employees as required for performance of job duties), explosives, and other dangerous means. All individuals, whether licensed or not, are prohibited from possessing firearms or carrying weapons on school property at any time unless they are licensed law enforcement officers who are required to carry a firearm or other weapon.

Custodial Parent Interaction Requests

If a parent or legal guardian of a student wishes to request that a custodial parent not interact with a student or be barred from St. Paul's campus, a written request must be submitted to the Head of School. The written request must be accompanied by current legal documentation verifying that the custodial parent may not have contact with the student or is otherwise a danger to the St. Paul's community.

Visitors

Students may not bring visitors to campus without permission from the Division Head. Alumni are asked to communicate with the Division Heads or Development Office to schedule a visit.

Parent Visitation and Volunteers

Arrangements should be made through Division Heads for all classroom visitors. Parent and Grandparent visitations are welcome throughout the year and arrangements for visits should be made in advance and should be limited. All parents should sign in when visiting campus.

Any community members who will be volunteering on an ongoing basis must complete a background check authorization form and complete any required training.

Prospective Family Visitations

Prospective students and their families are welcome to visit classrooms throughout the school year. Prospective students may visit for an entire day. The Admissions Director schedules arrangements for visits.

Parents' Guild

The St. Paul's Parents' Guild is an organization of St. Paul's Episcopal Day School. The Parents' Guild exists to foster a relationship of cooperation and good will among the parents, teachers and administrators in the training and education of the school's students without seeking to direct the activities of the school or control its programs and policies. Every St. Paul's parent pays dues to and is a member of the Guild.

The Parents' Guild takes some responsibility for fundraising efforts for the school. All of these activities must be approved by and coordinated through the Development Department. The Development Department will provide support services that are requested in advance and mutually agreed upon.