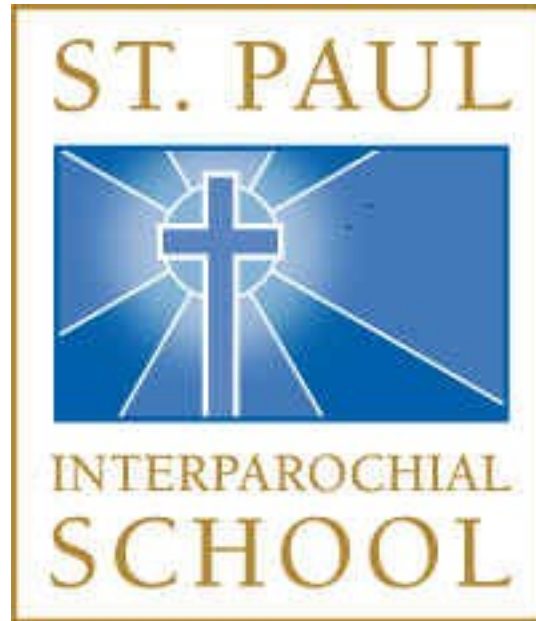


# St. Paul Interparochial School



Committed to Scholarship, Spirituality and Service

## 2011 - 2012 Handbook and Calendar

**St. Paul Interparochial School  
187 Wyckoff Avenue  
Ramsey, New Jersey 07446**

**Phone: 201-327-1108**

**Fax: 201-236-1318**

**Principal - Mrs. Gail Ritchie  
Assistant Principal - Mrs. Elizabeth Carroll  
Pastoral Administrator - Rev. Richard Kelly**

**Sponsoring Parishes**

Saint Paul Church  
193 Wyckoff Avenue  
Ramsey, NJ 07446  
www.StPaulparishlife.org

Church of the Presentation  
271 W. Saddle River Road  
Upper Saddle River, NJ 07458  
www.churchofpresentation.org

Church of the  
Immaculate Heart of Mary  
47 Island Road  
Mahwah, NJ 07430

Immaculate Conception Church  
900 Darlington Avenue  
Mahwah, NJ 07430  
www.churchofimmaculateconception@yahoo.com

Rev. Richard Kelly  
RKelly@StPaulparishlife.org  
201-327-0976  
Fax: 201-327-6197

Rev. Robert Stagg  
BStagg@churchofpresentation.org  
201-327-1313  
Fax: 201-760-2570

Rev. Floyd Rotunno  
IHMPASTOR@optonline.net  
201-529-3517  
Fax: 201-529-4401

Rev. William Sheridan  
ICCPASTORS@yahoo.com  
201-327-1276  
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**Parent-Faculty Guild (PFG) 2011 - 2012 Executive Board**

President:	Scott Hamre	845-290-5409	scotthamre@gmail.com
Vice President:	Dan Callaghan	845-290-5062	dcallaghan03@mac.com
Corresponding Secretary:	Elaine Tekerain	201-785-8950	etekerian@hotmail.com
Recording Secretary:	Tamie Proscia-Lieto	201-934-8236	jeffreylieo@hotmail.com
Treasurer:	Paul Ursich	201-891-1435	pursich@msn.com
Weekly Newsletter:	Lisa Albert	201-825-2227	LisaAlbert88@yahoo.com

## MISSION STATEMENT

St. Paul Interparochial School provides academic excellence in an atmosphere of love and Catholic Christian values through Scholarship, Spirituality, and Service. Opportunities are offered for integrating learning and life based on the Gospel. Following the example of St. Paul, students are prepared to take their place as faith-filled stewards in the Church and world.

## PHILOSOPHY STATEMENT

What every student who leaves our school should be able to do, know, understand, or value to be successful in the real world:

### **Individuals Who Model Christ:**

- By exhibiting compassion, tolerance, justice and respect
- By making good moral choices
- By serving others
- By having basic knowledge of Catholic doctrine, tradition, Scripture and liturgy
- By having the ability to engage in various forms of prayer

### **Diligent Lifelong Learners:**

- Who possess a foundation of basic, academic skills leading to independent thinking and learning
- Who are effective communicators, collaborators and decision-makers
- Who exhibit an appreciation for the fine arts

### **Active Individuals:**

- Who explore their physical potential
- Who demonstrate knowledge of health, physical skills and hygiene
- Who show respect for their own gifts and talents and for those of others

### **Responsible Citizens of the Global Community:**

- Who appreciate and understand our diverse society
- Who are cognizant of current events
- Who participate in the democratic process
- Who conscientiously respond to the needs of society and the environment
- Who identify with and participate in an active faith-based community

## ADULT SPIRITUAL AND RELIGIOUS EDUCATION

Parents of the children who attend St. Paul Interparochial School shall be encouraged to participate in Adult Education programs, in order to deepen their own spirituality and to fulfill their primary responsibility for the Christian education of their children. Regular family attendance at mass is expected as a basis for the formation of each child's Catholic identity.

## NON-DISCRIMINATION POLICY

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

## PURPOSE AND USE OF HANDBOOK / CALENDAR

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

## AMENDMENTS TO THE HANDBOOK

This handbook is subject to change at any time when deemed necessary by the school administration. If changes are made to the handbook, parents/ guardians will be notified.

## POLICY ON ADMISSION OF STUDENTS

St. Paul Interparochial School gives preference to registered St. Paul Interparochial School families who currently have siblings in the school; Catholic students registered in parishes within our Interparochial system; non-Catholic students.

## FINANCIAL OBLIGATIONS

**TUITION** - The first payment was due on June 1, 2011. July through March will be collected using the school tuition payment plan, *Tuition Management Systems*. Mail payments to: TMS - Tuition Management Systems P.O. Box 94634 Cleveland, Ohio 44101-4634 or visit the Internet at [www.afford.com](http://www.afford.com), or call 1-800-722-4867.

## PARENTAL SERVICE OBLIGATION

**All parents/ guardians are required to contribute to the PFG (Parent Faculty Guild) throughout the school year by working twenty hours per two-parent family at school activities. The above excludes a minimum of four hours per parent at the annual Carnival.** Therefore, the number of hours expected by each family would be, but is not limited to, twenty-four hours each year. The school relies on the fund-raising of the Parent Faculty Guild to meet operating expenses. A portion of these funds is generated through the sale of SCRIP Gift Cards. Families are asked to participate in this program monthly.

## TECHNICAL REQUIREMENTS FOR ADMISSION

1. **AGE**
  - A. A birth certificate must be submitted as proof of age.
  - B. The Kindergarten child must be five-years-old on or before October 1 of that school year.
  - C. The first-grade child must be six-years-old on or before October 1 of that school year.
2. **IMMUNIZATION REQUIREMENTS**
  - A. **DPT / DTaP**- A minimum of four doses, provide at least one dose is given on or after the child's fourth birthday.  
**Tdap booster** - for all students born after 1997 and entering the 6th grade after September 2008.
  - B. **IPV** - a minimum of three doses, provided at least one dose is given on or after the child's fourth birthday.
  - C. **Measles Vaccine** - Two doses, with one dose administered on or after the child's first birthday; children who were immunized before their first birthday must be re-immunized.
  - D. **Rubella Vaccine** - Two doses, with one dose administered on or after the child's first birthday; children who were immunized before their first birthday must be re-immunized.
  - E. **Mumps Vaccine** - Two doses, with one dose administered on or after the child's first birthday; children who were immunized before their first birthday must be re-immunized.
  - F. **Hepatitis B** - complete 3 dose series
  - G. **Varicella** - one dose on or after the first birthday
  - H. **Meningococcal** - one dose for all children born after 1997 and entering 6th grade after September 2008.
  - I. **An applicant whose immunization record is incomplete will not be admitted.**
3. **HEALTH REQUIREMENTS** - New students must have a complete physical examination, including eye and dental examinations, before applying for admission.
4. **CATHOLIC APPLICANTS** - A Baptismal certificate and verification of reception of any additional sacraments is required.
5. **TRANSFER STUDENTS** - In addition to the above items, a transfer notification and most recent report card from the previous school is required. An interview and submission of standardized test scores are also required. The acceptance of all transfer students will be at the discretion of the principal. All transfer students are admitted on a probationary period. Each student's record is reviewed and a final determination is made at the end of the first, full academic year.

## POLICY ON ADMINISTRATION OF MEDICATION

St. Paul Interparochial School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse or the principal (or his/her designee) will administer the medication under the following conditions:
  - A. The medication must be given to the school nurse or principal by the parent/guardian.
  - B. The medication must be in the original pharmacy-labeled container.
  - C. A parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form, available from the school office.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. Parents/guardians must schedule a conference with the school nurse to discuss in detail the need for the medication. A parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form, available from the school office and on the school web site [www.stpaulips.org](http://www.stpaulips.org) - under "forms."

**Any student requiring an epi-pen at school must have one to take on all field trips to avoid exclusion from the trip, please see the school nurse.**

## TUITION SCALE FOR 2011 - 2012

Parishioner Scale*	Annual	Monthly (plus applicable billing fees)
1 Child	\$ 4,400	\$ 440
2 Children	\$ 8,800	\$ 880
3+ Children	\$13,200	\$1,320
Non-Parishioner Scale*		
1 Child	\$ 6,310	\$ 631
2 Children	\$12,620	\$1,262
3+ Children	\$18,930	\$1,893

**\*PARISHIONER** is an **ACTIVE** member of one of the following Parishes: Church of the Presentation (Upper Saddle River), Immaculate Conception Church (Mahwah), Church of the Immaculate Heart of Mary (Mahwah) or Saint Paul Church (Ramsey).

Re-Registration and fees for the 2012 - 2013 school year will be due **no later than** February 1, 2012.

## ATTENDANCE AND EXCUSES

New Jersey State Law requires that students attend school regularly and that it is the parents' or guardians' responsibility to see that their children attend school on the days/ hours that school is in session. (N.J. 18A 38-25, 26). In order to ensure that each child will gain maximum benefit from attendance at school, it is necessary that the school and home work together.

### **REGULATION**

All students in grades Kindergarten through eight are expected to attend school regularly. It is expected that there be no more than twenty accumulated absences during the school year. This should provide for normal illnesses and emergencies during the school year. Students exceeding twenty days are considered extreme and advancement to the next grade will be in question. So also with tardiness. Students **must** be at school at the start of the day at 7:55a.m..

The following absences, if verified, will not be counted toward the twenty absences:

- Death in the immediate family
- Observances of a religious holiday
- School sponsored or approved event or activity (field trip, early dismissal)
- Documented long-term illness

Parents are responsible for checking their child's health condition each morning and allowing him/ her to attend school only when well and when completely recovered after an illness. School Nurse has established the following guidelines for keeping a child home from school:

- Illness or sleeplessness during the night
- A temperature of 100 degrees or higher. The child should be kept at home at least 24 hours after the fever returns to normal (without the use of Tylenol, etc.)
- Complaints of nausea, headache, abdominal discomfort or diarrhea.
- Symptoms of a communicable disease: sore throat (if cultured, keep the child home until notified of the results and 24 hours after the first dose of medication), red eyes, swollen glands, rash, sneezing, cough or nasal discharge.

When the child returns to school, he/ she must present to the homeroom teacher a **written excuse** from a parent/ guardian stating the students name together with the dates and reason for the absence. Any absence of more than five consecutive days requires a doctor's note. Any child coming to school with sutures, crutches, casts, etc., is required to have a physician's note as to the diagnosis, activity limitations, and when normal activity can be resumed. Participation in school activities will be at the discretion of the school nurse and/ or principal's safety evaluation.

### **SUPERVISION**

The school's responsibility for the supervision of students begins at 7:30 a.m. and ends at 2:30 p.m..

### **SCHOOL SESSION**

School is in session from 7:55 a.m. to 2:30 p.m. If a student arrives after 7:55 a.m., he/ she is considered tardy and must report to the school office to obtain a late slip. **Tardiness is disruptive not only to the student but also to the entire class.** Parents/ guardians must make every effort to see that the student arrives at school on time.

### **ABSENCE FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITIES**

If a student is absent from school due to illness or disciplinary action, he/ she will not be permitted to take part in school-sponsored extracurricular or athletic activities the afternoon or evening of the day of absence. If a student is absent for a reason other than illness or disciplinary action, the school principal reserves the right to make an individual judgment regarding same-day school-sponsored extracurricular and athletic activity participation.

### **ABSENCES OTHER THAN ILLNESS**

- **Family Vacations** - When a student is absent, he/ she misses significant learning experiences that are very difficult to make up. Family vacations should be planned to coincide with the scheduled school vacations. If it is absolutely necessary to take a family vacation when school is in session, it is the responsibility of the student and/ or parent/ guardian to make up all missed assignments and tests in a timely manner.

**Class assignments will be given to the student(s) upon return to the classroom, not prior to the trip. These assignments are to be completed in a timely manner. This will be determined by the teacher(s) in discussion with parents.**

- **Truancy** - Any student who avoids coming to school, contrary to the wishes of his/ her parents/ guardians, is considered to be truant. Habitual truancy will be reported to the attendance officer of the child's district of residence. A student who is chronically truant will be subject to disciplinary action.

### **NOTIFICATION PROCESS**

The principal shall notify the parent/ guardian if the student is in danger of excessive absences.

- Parents/ guardians shall be notified each year in the Student Handbook of the attendance policy.
- A parent or guardian must call the school office no later than 8:30 a.m. to report a student's absence. If no call is received by 8:30 a.m., the school will make a reasonable effort to reach a parent or guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours. Upon returning to school, the student will be required to submit a written excuse signed by his/ her parent or guardian.
- When a student experiences a severe illness (surgery, mono, etc.) that would warrant he/ she remain home for several weeks, a doctor's note will be necessary. In the event of such a situation, a tutor is provided from the district in which the student resides. The parent is to consult with the district for such services.

## NOTIFICATION PROCESS CONT'D

- When a student accumulates a significant number of lateness to school, the family will be notified and a conference held to discuss the possible consequences. This conference will be documented.
- Upon the student's 19th absence or tardiness, his/ her parent or guardian will be notified that the student will be considered for grade retention at the end of the year.

## APPEAL PROCESS

At any time during the year, the parents or guardians may appeal to the principal for an extension or adjustment due to extenuating circumstances. After the 21st absence the principal and her designees will meet with the parents/ guardians to discuss the repeated absences of student and the amount of instruction that has been missed. The following criteria will be considered for promotion or retention:

1. reasons for absences
2. pattern of absences
3. academic grades
4. level of proficiency in reading, writing and mathematical skills
5. growth and achievement in all program areas commensurate with ability

After discussion, the principal, in consultation with teachers and parents, will come to a decision.

## EARLY DISMISSAL, EMERGENCY CLOSINGS, AND DELAYED OPENINGS

- For all planned early dismissals and school closings (holidays, vacations, etc.) please refer to the school calendar.
- In the event of an unplanned early dismissal (boiler breakdown, inclement weather, etc.) the Reverse 911 system will be activated to notify parents/ guardians. If a parent/ guardian cannot be reached, the child will remain at school, unless other arrangements have been made.
- In the event it becomes necessary to have a delayed opening, the Reverse 911 system will be activated to notify parents/ guardians and a notification posted on the school website at [www.stpaulips.org](http://www.stpaulips.org).
- In the event of an unscheduled school closing, the Reverse 911 system will be activated.

**BUSES:** No buses for any district will run if that district is closed. Same is true for delayed openings - the home district dictates.

## HOME-SCHOOL COMMUNICATION

1. **APPOINTMENTS WITH SCHOOL PERSONNEL** - Parents/ guardians who wish to meet with the principal or members of the school staff must contact the school office to arrange a mutually convenient meeting time. Parents/ guardians who wish to meet with a specific teacher should contact the individual teacher to set up a mutually convenient time.

**Parents/ guardians should speak first to the teacher directly about grades, classroom situations, or social concerns.** Please advise the teacher of changes in a child's home situation, as these can affect a child's behavior at school. All information shall be held in confidence.

For the sake of good order in the school, parents/ guardians should not approach staff members during the school day or at dismissal without arranging an appointment beforehand. Staff members who need to communicate with the parent/ guardian of a student will do so by phone or letter. If necessary, a conference will be scheduled. All parties will have a clear understanding of the main topics to be discussed before the meeting takes place. **Parents, please do not call the teachers at home.** If there is a need to speak to the teacher, please call the school and leave a message. Teachers will always receive messages and respond as soon as possible. E-mail communications should be regarding issues that are not time-sensitive as teachers will not access e-mail while students are present.

2. **FAMILY DIRECTORY**– is to be used for school/ child centered activities. Please do not distribute phone numbers or addresses of families in the school for any reason.
3. **REGULAR COMMUNICATION with all PARENTS / GUARDIANS** - General communication from the school administration and committees of the Parent Faculty Guild are posted on the SPIS website weekly under the newsletter tab (www.stpaulips.org). Relevant information is posted under general notices on the website. Responses from parents/ guardians are returned to the homeroom teacher the following day. Certain communications with the school are mailed directly to the home. **It is the parent’s responsibility to check the school website.** Teachers will post important class information on the St. Paul IPS web-site teacher pages and homework here.
4. **CHILDREN BRINGING CASH to SCHOOL** - Money that is sent to school should be placed in a sealed envelope and identified with the child’s name and homeroom, the amount enclosed, and purpose.
5. **PARENT-FACULTY GUILD** - All parents/ guardians whose children are enrolled in St. Paul Interparochial School Pre-K - 8 are members of the Parent-Faculty Guild. There are four general meetings at the school during the course of the school year. All parents/ guardians are expected to attend each general meeting. Report cards for the first and second trimester are distributed to the parents at the Parent-Faculty Guild general meetings. Dues are paid with registration / re-registration fees each year.
6. **CUSTODIAL and NON-CUSTODIAL PARENTS** - School reports and communications are sent to the custodial parent/ guardian. **If a non-custodial parent wishes to receive school-related materials, a request must be made in writing to the principal. Please include address and phone number; both at home and at the work place.**

### **PARENTAL RIGHTS TO SCHOOL RECORDS**

Saint Paul Interparochial School abides by the provisions of applicable law with the respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student’s essential academic records.

1. **COURT ORDERS AFFECTING PARENTS** - If there is a court order specifying the rights and responsibilities of individual parents/ guardians, it is the responsibility of the custodial parent/ guardian to provide the school with an official copy of the court order. The custodial parent/ guardian may wish to supply the principal with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.
2. **PICK-UP FROM SCHOOL** - The school will permit only the custodial parent/ guardian or his/ her designee to pick up the child(ren) during or at the end of the school day. The non-custodial parent will not be permitted to remove the child(ren) from school during or at the end of the school day unless there is a written authorization from the custodial parent/ guardian. In an emergency, a clearly defined, one-time telephone authorization will be acceptable.

### **DISMISSAL / TRANSPORTATION**

Whenever possible, a change of routine should be shared with the child before they leave for school and for Pre-K - 4, notify the teachers in writing.

**Call school in emergency situations only to change plans as soon as possible.**

#### **1. GENERAL RULES FOR SCHOOL PICK-UP:**

- A. Children are to be picked up promptly at 2:30 p.m. Parents/ guardians are urged to be on time in picking up their children. All adults picking up their children must follow the traffic rules posted and supplied by the school office for the safety of all. Any adult authorized to pick up a child from school must be informed of these traffic rules by the parent/ guardian. This will insure the safety of the children during the hectic dismissal time.

## DISMISSAL / TRANSPORTATION CONT'D:

- B. Children who are not picked up by 2:45 p.m. will be placed in the school's After Care program. The parents/ guardians will incur a minimum fee of one hour for this service, and the fee must be paid regardless of whether all or part of the hour is used.
- C. A parent/ guardian who has an emergency and cannot reach the school for dismissal must call the school office. The child(ren) will be placed in the school's After Care program. No charge will be incurred in this one-time emergency situation.
- D. If a student must leave school before dismissal due to an illness or an appointment, a parent/ guardian must sign the student out in the school office. Any time absent will be reflected in the student's attendance record. In the case of a prearranged appointment, please notify the teacher in writing.

## 2. BUSING:

- A. Parents must fill out a transportation form for each child who is transported to St. Paul Interparochial School by school bus each school year. Transportation to school by school bus is made available according to the school district where the child resides.
- B. Any child who regularly takes the school bus will be expected to board his/ her appropriate bus at dismissal. Parents should send a note to the child's homeroom teacher if he/ she will not be taking the bus that day. Only in emergency circumstances may the parents call the school office to inform the secretary that their child should not take the bus home. **Emergency situations should not be daily occurrences.**
- C. Children who are not regularly transported to school by bus may not ride the school bus to a friend's house. They are not covered by the transporter's liability insurance and will be denied transportation.
- D. The designated bus route must be followed at all times with no exceptions.

## ACADEMIC POLICIES

1. **CURRICULUM AND COURSE OFFERINGS** - The following is a listing of subjects that must be satisfactorily completed by students for promotion to the next grade level:

- |   |  |
|---|--|
| A. Grades 1 - 8: <ul style="list-style-type: none"><li>(1) Religious Education (including Family Life)</li><li>(2) Mathematics</li><li>(3) Language Arts</li><li>(4) Reading</li><li>(5) Science</li><li>(6) Social Studies</li><li>(7) Spanish - Grades 1 - 6 introduction</li></ul> | B. Supplemental courses are also offered in: <ul style="list-style-type: none"><li>(1) Art</li><li>(2) Music</li><li>(3) Drug Education (D.A.R.E.)</li><li>(4) Computer Education</li><li>(5) Physical Education</li><li>(6) Library Science</li><li>(7) Health Education (Grades 7 - 8)</li></ul> |
|---|--|
- Grades 7 - 8 major subject\*

\* Students in Grades 7 and 8 are required to satisfactorily complete a two year course in Spanish language, which is the equivalent to a Spanish I course at the high-school level.

2. **RELIGIOUS EDUCATION AND RELIGIOUS SERVICES** - The non-Catholic student is welcome at St. Paul Interparochial School. The non-Catholic parents and students are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for the students during the school year.

3. **CLASS SIZE** - The goal of St. Paul Interparochial School is to have a favorable student - teacher ratio for instruction. Guided by the student's best interest, the school administration will exercise its discretion in deciding the number of classes per grade. Parishioners from Immaculate Conception, Immaculate Heart of Mary, Church of the Presentation, and Saint Paul shall be given preference in admission to the school.
4. **HOMEWORK REQUIREMENTS** - **All Homework assignments are posted on " Homework Hero" on the school website.**
- A. Grades 1 - 3: Homework may be given on a daily basis at the teacher's discretion. Parents should review the assignments with their child(ren).
  - B. Grades 4 - 8: Homework in these grades is the responsibility of the student. Parents should review the assignments with their child(ren).
5. **STUDENT PROGRESS** - The school is in regular contact with the parents/ guardians through notes, e-mail messages, phone calls, progress reports, and report cards.
- A. **Unscheduled Progress Reports** - Progress reports are sent home for those students who are having academic and/ or social difficulties as needed.
  - B. **Mid-Trimester Progress Reports** - are mailed home for all students at the halfway point of each trimester in order to monitor student performance. Specific dates are mentioned on the school calendar.
  - C. **Report Cards** - Report Cards are distributed 3 times each academic year at the end of each trimester for students in Grades K - 8. An end of the year progress report is generated for Pre-Kindergarten 3 and 4 classes.
  - D. **Students must achieve a passing grade of 70 in major subjects. A student who fails 2 or more major subjects for the year will not be promoted.**
6. **RETENTION** - A student may be retained only when there is reason to believe that he/ she will benefit from retention. When there is a possibility of failure or retention, parents will be notified and a conference will be arranged.

When the possibility of retention occurs in grades 7 or 8, using the above criteria, parents will be asked to continue the child's education in another setting. This is for the welfare of the child involved. A decision will be made by the administration with teacher and parental input. The final decision rests with the discretion of the principal.

7. **HONOR ROLE GUIDELINES - GRADES 6 - 8 (AWARDED UPON RECEIPT OF TRIMESTER REPORT CARD)**

- Principal's List: No grade less than an "A" (92 - 100)
- First Honors: No grade less than a "B+" (88 - 91)
- Second Honors: No grade less than a "B" (83 - 87)

There may not be an "I" or "U" in Personal Development, Effort, or any Special Subject

Subjects: Religion; Reading with components; Language Arts with components; Math with components; Social Studies with components; Science with components; Art; Music; Physical Education; Library; Computer; and World Language (Spanish), Gr. 7-8; Introduction to World Language (Spanish) Gr. 3 - 6; Health Education Gr. 7 - 8.

## FIELD TRIPS

On occasion, St. Paul Interparochial School will sponsor and conduct field trips for the educational enrichment of the students. Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. The written consent of parents must be obtained for every child participating in a field trip. No student may participate unless a signed parent permission slip for the specific event is on file with the principal. - **no facsimiles or phone calls will be accepted.** (Archdiocesan Administrators' Handbook) Field trip participation is dependent on student behavior at the teacher's discretion. A copy of the field trip permission slip can be found on the school website. **Any student requiring an epi-pen at school must have one to take on field trips. If the epi-pen is expired or not brought to school, student will be excluded from the trip.**

## CODE OF CONDUCT AND ANTI-BULLYING POLICY

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at St. Paul Interparochial School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take their obligation to develop lifetime habits of self-control and concern for the well-being of others seriously. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the principal. Accountability for uncooperative, disruptive, or unsafe behavior may take any of the following forms: Misconduct referrals or warnings, punishment assignments, denial of privileges, detention, suspension, or expulsion.

Actions which violate the law, threaten or cause harm to other students or staff members, or disrupt or impede the welfare and progress of the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a principal/parent/student conference will be scheduled. All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive home/school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. Age appropriate discipline is at the discretion of the teacher in consultation with the principal. Such serious actions or severe violations of school rules which could lead to suspension and/or expulsion include:

1. Prolonged disruptive behavior.
2. Overly aggressive behavior to other students or staff members.
3. Continued fighting or bullying. \* see Anti-Bully Policy
4. Bringing concealed weapons to school.
5. Substance abuse: use of cigarettes, alcoholic beverages, or controlled/illegal drugs.
6. Possession of illegal drugs with the intent to distribute or sell.
7. Destruction of school property.
8. Consistent inappropriate behavior on school buses.
9. Excessive use of profanity.
10. Sexual harassment.
11. If a possibility of danger or criminal activity exists to persons or property within the St. Paul IPS building or grounds, the Principal has the right to search contents of any/all students' book bags or tell students to empty their pockets/purse. At such time the Principal and her designee will be present. Any threat against persons or property is considered a Terrorist Threat. (NJS 2C:12-3). Any student who threatens the safety of other students, adults or the building will be brought to the principal's office and the Ramsey Police Department and parents will be immediately notified. If anyone brings or threatens to bring weapons to school, Ramsey Police and parents will be immediately notified. Further disposition is at the discretion of the principal and/or pastor.

## **6TH, 7TH AND 8TH GRADE BEHAVIOR POLICY**

It is important that students demonstrate self-control and respect for others in order to maintain an atmosphere of learning. A student who chooses to disrupt the order of the classroom will have to accept the consequences of the irresponsible behavior. Non-compliance of the dress code, discipline, or academic policies may result in conduct referrals, punishment assignments, denial of privileges and/ or detention.

### **DETENTION POLICY**

The purpose of a detention policy is to have appropriate consequences for serious infractions of school rules or disrespect for authority, other students, school property, the property of others and other inappropriate behavior as deemed by the school faculty and administration. It supports the development of the critical life skill of self-control and encourages an atmosphere of learning. Students who make choices that lead to disruption or disrespect will be held accountable. Repeated disregard for regulations and suitable department will be handled seriously.

- Detention will be held every Thursday. The length of time served is as follows:
  - 6th grade student - 2:30 to 3:00 pm
  - 7th and 8th grade student - 2:30 to 3:15 pm
- Detention will consist of tasks that provide service to the school including (but not limited to) cleaning, weeding or other maintenance activities.
- Detentions will be served for major infractions to academic rules, school policy, personnel and other students for other behavior as deemed necessary by the faculty and/ or principal.
- Parents will be notified by mail (or by phone):
  - The reason for the detention
  - When the detention is to be served
- The detention slip must be signed by a parent or guardian and returned to the school immediately
- After the 3rd detention, the student and the parent will meet with the principal. The student will serve an after-school detention on the following ½ day first Friday of the month. The student will be expected to bring his/her lunch and will be given time to eat. Then, he/she will be retained in detention until 2:00 pm.
- If another detention is assigned, then the student will serve a one-day in-school suspension supervised by the principal or principal-designated authority.
- Parents are expected to support the idea that detention is a serious situation and encourage the student to make better choices in the future. Detention is not intended to be viewed as convenient daycare or an after school activity.

## ANTI - BULLYING POLICY

### ST. PAUL INTERPAROCHIAL SCHOOL POLICY REGARDING: BULLYING, HARASSMENT AND INTIMIDATION CONDUCT

#### POLICY:

St. Paul Interparochial School recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a pupil's ability to learn and the school's ability to educate students.

It is expected that students conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct.

St. Paul IPS believes that standards for student behavior must be set cooperatively through interaction among students, parents, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

SPIS believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

SPIS requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

#### FACTORS FOR DETERMINING CONSEQUENCES

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment, intimidation or bullying may range from *positive* behavioral interventions up to and including suspension or expulsion of students, as set forth by the code of student conduct.

SPIS prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

## **ST. PAUL INTERPAROCHIAL SCHOOL POLICY REGARDING: BULLYING, HARASSMENT AND INTIMIDATION CONDUCT CONT'D**

SPIS prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

- Students - The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A: 16-7., Long-term Suspensions and N.J.A.C. 6A: 16-7.5, Expulsions
- School Employees - Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements.
- Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

SPIS requires school officials to annually disseminate the policy to all school staff, students and parents, along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The principal shall post the policy on the school's website. The principal shall develop and implement a process for annually discussing the school's policy on harassment, intimidation and bullying with students.

### **DEFINITION:**

Any behavior that takes away the rights of another and/ or causes a person to not feel safe constitutes bullying, harassment and/ or intimidation. This behavior can include, but is not limited to any verbal, gesture, written or physical act that is responsibly perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristics, that takes place on school property, during school hours, at any school-sponsored function, on a school bus that:

- A. Has the effect of harming a student physically or emotionally or damaging the pupil's property, or by placing a pupil in reasonable fear of harm to his/ her person or damage to his/ her property; or
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in or substantial interference with, the orderly operation of the school or a student's ability to be educated.

### **INSTRUCTION:**

St. Paul Interparochial School will periodically provide students with grade level appropriate programs of instruction, expectations of student conduct, and bullying prevention.

### **REPORTING GUIDELINES:**

Any student having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a faculty member, school nurse, or the Principal. All staff members, volunteers and other adult members of the school community having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to the principal.

The principal and staff can only address problems that they have been made aware of, therefore it is expected that all students and adults take the responsibility to report acts that may be in violation of this policy immediately so all concerns may be given the proper attention. All complaints and concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter and the need for confidentiality will be determined and respected.

Reports may be made anonymously, but investigation will be necessary, as formal disciplinary action may not be based solely on the basis of an anonymous report.

Reporting of/ or communication regarding incidents of bullying, harassment or intimidation will not affect the student's grades or status.

## **ST. PAUL INTERPAROCHIAL SCHOOL POLICY REGARDING: BULLYING, HARASSMENT AND INTIMIDATION CONDUCT CONT'D**

### **INVESTIGATION:**

When a report is made about an incident of bullying, harassment or intimidation, the principal or her designee will thoroughly investigate the incident in a timely manner. Investigations may include interviews with students, parents and school personnel, review of school records and/ or communication with law enforcement officers.

### **INTERVENTIONS AND RESPONSES:**

After results of an investigation are concluded, consequences for students who bully others may include but are not limited to: counseling, a parent conference, detention, suspension or expulsion, or consultation with/ or reporting to law enforcement officers.

Depending on the severity of the incident, the principal may take appropriate measures to ensure student safety; including but not limited to: implementing a safety plan, separation and supervision of students involved, involving school staff for intervention and/ or ongoing support, developing a plan involving parents or contacting law enforcement. Since parents are key partners in both changing the bullying behavior and supporting victims of bullying, the principal and/ or the investigating staff member shall discuss his/ her findings, planned consequences, and intervention plan with the parent of both the offender and the victim. The principal or her designee shall keep a record of the findings and remedial actions on file for future reference.

### **STAFF RESPONSIBILITIES:**

The administration shall provide periodic training on the school's harassment, intimidation and bullying policies to faculty and auxiliary personnel who have significant contact with the students. Staff members are encouraged to become trained in strategies for continuing the education of the students in bullying prevention and implementing appropriate interventions when necessary. Staff members who observe or become aware of an act of bullying are to take immediate, appropriate steps to intervene unless the intervention would be a threat to their or students' safety. All incidents must be immediately reported to the principal.

### **IMPLEMENTATION:**

All school personnel, with the support and guidance of the principal, is committed to ensure that this policy and associated rules are carried out consistently and uniformly and that all necessary disciplinary actions are carried out with necessary due process.

The administration shall review this policy/ rules on a regular basis and update or change as needed. This policy is also available on the school website.

## **ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY AND THE INTERNET**

The use of computer services at St. Paul Interparochial School is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computer and information services at all time. Network and computer services include: use of personal and school computers and peripherals, the Internet, campus and or/e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

St. Paul Interparochial School holds specific expectations for students at each grade level regarding their use of computers before, during, and after school in either the computer lab, classroom, library or off school premises. The following **Rule of Conduct** apply to the use of computers. Students:

- May not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authorization.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must cite properly all information that is required from electronic sources and used in their assignments.
- Are held responsible for all activity conducted on his/her computer or under his/her password - including harassment.

## ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY AND THE INTERNET CONT'D

- Are expected to abide by generally accepted rules of Internet network etiquette, as well as school decorum. These include common courtesy, politeness, Catholic morals and the avoidance of inappropriate language.
- May not run non-institutional computer games on any school-owned computer, server or network system.
- May not visit any site not authorized by the teacher - including all chat rooms and Facebook.
- May never reveal their name, where they live, their phone number or any other personal information to anyone on the Internet.
- May not instant message or text message inappropriately outside of school and never in school.
- May not post private or personal information about or photographs of another student, teacher or staff member on the Internet, including without limitation, YouTube, My Space, Facebook or other social networking sites or via cell phone.
- May not change the configuration of any of the school's computers i.e. desktops, screensavers, etc.
- May not attempt to log in through another person's e-mail account or to access another person's files. May not post to chain letters or engage in "spamming". (Spamming means sending annoying or unnecessary messages to large numbers of people.)
- May not participate in any communication that threatens, intimidates, or harasses any other student, teacher, or staff member; or violate any laws.
- May not post any picture or image of or about St. Paul Interparochial School on the internet or via cell phone.
- May not commit copyright infringement. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. In these instances, permission from the copyright owner must be granted.
- May not plagiarize any material at any time for any reason.

**POLICY ON CELL PHONE USE:** Students may have cell phones in their backpack during the school day under the following conditions:

1. Written request from parents to the principal must be received in school before cell phone is allowed.
2. Cell phone is turned off from arrival at school through departure from school property and stored in the backpack in the classroom closet.
3. No cell phone or other electronic device is permitted for school use unless otherwise instructed.
4. Disregard of the above rules will result in confiscation of the device.

The phone must be turned off during school hours. If the phone rings during school, the phone will be collected and returned after dismissal. If the problem persists, then parents / guardians will be called and the phone will be returned to them personally. It is critical that the learning environment remain uninterrupted by outside distractions.

**Every Student and parent or guardian acknowledges and agrees to the above terms of the St. Paul Interparochial School Acceptable Use Policy for Technology. This policy embodies responsible technology use by the students both on and off the school premises. It is further acknowledged and agrees that St. Paul Interparochial School may monitor the students' computer use to determine if, in its sole discretion, such use negatively impacts the safety, well being, atmosphere or culture of the school community.**

**Failure to comply with these standards or acceptable use of St. Paul Interparochial School technology will result in, at the very least, in-school suspension or withdrawal of technology privileges, and may result in suspension and/or expulsion from school. Both student and parent or guardian must sign and return the Acceptable Use Agreement form. Failure to do so will result in loss of computer usage until compliant.**

## COMPLIANCE WITH LAW

**SUSPECTED CHILD ABUSE OR NEGLECT** – New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Youth and Family Services.

**ASBESTOS MANAGEMENT PLAN** – The School's Asbestos Management Plan is on file in the school office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA).

**FIRE & EMERGENCY DRILLS** – Fire Drills are conducted as required by the State of N.J. when school is in session. Each room has evacuation procedures posted.

# INTEGRATED PEST MANAGEMENT ACT

St. Paul Interparochial School has adopted an Integrated Pest Management (IPM) Policy and Plan to comply with this Act. IPM is a holistic, preventive approach to managing pests. The IPM Coordinator for St. Paul Interparochial School is: Mr. Romulo Poon.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) when one is available, of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, our IPM Coordinator is available, by appointment, to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan St. Paul Interparochial School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

## SCHOOL CRISIS PLAN

School Emergency Management – an emergency is an unplanned event which can cause significant injuries, cause substantial damage, disrupt normal operations, and/or threatens the success or existence of an organization. **St. Paul Interparochial School has a School Crisis Plan in the school office and with every teacher. This is a plan for responding to, recovering from and mitigating an emergency.**

**This School Crisis Plan is on file with the Ramsey Police Department, the Parish Center and the Archdiocese of Newark.**

## ST. PAUL INTERPAROCHIAL SCHOOL UNIFORM POLICY

All students are expected to be neatly dressed in the proper school uniform each school day unless otherwise directed or approved. Flynn and O'Hara is the contracted school uniform provider. Other uniform items not identically the same in appearance, style, color, or construction are prohibited.

Uniforms must be in good repair at all times. Missing buttons must be replaced; frayed or torn clothing items must be repaired or replaced; appropriate hem lengths must be maintained; shoes must be the approved uniform shoe - they must be maintained in good repair and polished regularly; excessively worn or scuffed shoes should be replaced; excessively stained clothing items must be replaced; and belts must be worn with shorts and trousers (grades 1 - 8) at all times. Socks worn with the school uniform must be free of holes and cover the ankle when wearing crew style socks. This pertains to both girl's and boy's socks. Socks must be Flynn and O'Hara items or a reasonable facsimile thereof. These socks may not be anklets, must be free of lace, color bands, or logos of any kind (all grades). Socks will not be rolled to shoe tops or pushed down inside shoes. This applies to uniform wear on gym days as well.

Colored or printed t-shirts may not be worn underneath uniform shirts or blouses. Oversized baggy clothing is prohibited at all times. The only sweaters permissible are the approved uniform sweater.

If medals are pinned, they should be on the left side of the sweater, shirt or jumper. Medals, crosses, or crucifixes on chains should be worn inside the shirt.

Students may not wear more than one ring. The wearing of one religious medal, cross or crucifix is acceptable. No other jewelry is permitted with the exception of one small, plain earring in each ear for girls only. No earrings or necklaces are allowed for boys. Make-up, long nails and nail polish are not allowed (with the exception for 8th grade girls - sheer, pastel color nail polish is permitted). Hair accessories must follow the uniform color scheme of white, navy blue or uniform plaid.

We ask parent's / guardian's cooperation in seeing to it that the students come to school in the school uniform as prescribed herein. Non-compliance may result in disciplinary consequences or suspension. Duration of suspension will be left to the discretion of the principal and dependent upon the offense.

# ST. PAUL INTERPAROCHIAL SCHOOL DRESS CODE

## A. SUMMER UNIFORM

- (1) Girls - Blue walking shorts with cuff, blue skirt, or blue pants (from Flynn and O'Hara) or blue skirt (grades 6 - 8), jumper (grades K - 5)
- (2) Boys - Blue walking shorts without cuff or blue pants
- (3) Girls and Boys in Grades K - 5 - Light blue short-sleeved knit shirt with the lettering "St. Paul Interparochial School."
- (4) Girls and Boys in Grades 6 - 8 - White short sleeved knit shirt with the lettering "St. Paul Interparochial School."

## B. WINTER UNIFORM

- (1) Girls in Grades K - 5 - Blue plaid jumper or navy blue pants; long or short sleeved blue knit shirt with SPIS lettering or Peter Pan collar blue blouse.
- (2) Boys in Grades K - 5 - Navy pants, long or short sleeved blue knit shirt with SPIS lettering.
- (3) Girls in Grades 6 - 8 - Navy blue skirt or pants; grey vest or sweater and long or short sleeved white ribbed knit shirt with SPIS lettering

**SPECIAL NOTE: Skirt must be no shorter than 2" above the knee when measured in the kneeling position.**

**Trousers, shorts and skirts must be worn at the waistline and may not be pushed down to the hips or rolled at the waist.**

- (4) Boys in Grades 6 - 8 - Navy blue pant; long sleeved white knit shirt with SPIS lettering.

## C. SHOES (OFFICIAL UNIFORM SHOES ONLY) AND SOCKS, ACCESSORIES

- (1) Girls and Boys - Tie oxford style shoe - flat (navy, black or brown purchased at Flynn & O'Hara, Giblings, or Ped-Agree only)  
**Optional** - K-8 Girls—Mary Jane velcro; K-1 Boys - Velcro (purchased at Flynn & O'Hara, Giblings, or Ped-Agree only)
- (2) Girls - Navy blue knee socks, and in summer only - **White Crew Socks (not athletic socks and must cover the ankle)**
- (3) Boys - Navy blue or white crew socks (**not athletic socks and must cover the ankle**)
- (4) Boys - Grades 1-8 - belt required (must be solid black, navy or brown) with shirt tucked in at all times

## D. GYM UNIFORM (GIRLS AND BOYS)

On the day the student has physical education, he/she may wear his/her gym uniform to school in lieu of the regular school uniform.

- (1) St. Paul Interparochial School sweatshirt or shirt, St. Paul sweatpants, or gym shorts (not basketball shorts); sneakers and white crew socks.
- (2) Students should not wear jewelry when they have physical education class. **Black or colored socks are not permitted.**

## E. ACCESSORY ITEMS **NOT** TO BE WORN WITH THE SCHOOL UNIFORM INCLUDE, BUT ARE NOT LIMITED TO:

- (1) Girls - Nail polish, make-up, hair color, dangling earrings, one set of earrings only, body piercing, ornamental chains, hats inside the school building, nothing should show below uniform shirt. 8th grade girls privilege - sheer, pastel color nail polish permitted.
- (2) Boys - Earrings, body piercing, hair below the collar, hair coloring, ornamental chains, hats inside the school building, shorts and pants must be worn at the waist.

## F. HAIR

- (1) Girls - neat, clean, bows and hair bands must be navy, white or uniform plaid.
- (2) Boys - neatly groomed, trimmed short, and tapered at the neck and on the sides. Hair must be off the collar and the ears.
- (3) Girls and Boys - Extreme, trendy and faddish hairstyles and/or colors, bleaching, streaking and highlighting are not permitted.

## G. 'JEAN DAY'

Every first Friday, students are given the opportunity to wear jeans and make a \$1.00 donation for the benefit of a student council sponsored service project.

- (1) Jean Day consists of wearing jeans or neat pants and a collared shirt - **no sweats or hooded sweatshirts.**
- (2) Attire must be conducive to a formal Christian academic setting. Shirts may not contain any writing or offensive graphics.

## H. FLYNN AND O'HARA SCHOOL UNIFORM/ SHOE STORE

Emerson Plaza (Shop-rite Plaza) 201-634-0111  
473 Old Hook Road  
Emerson, NJ 07630

www.flynnohara.com  
or 1-800-441-4122

## SCHOOL SHOES AT 20% DISCOUNT

Giblings 201-327-0888  
1003 McArthur Blvd.  
Mahwah, NJ 07430

Ped-Agree 201-891-5919  
637 Wyckoff Avenue  
Wyckoff, NJ 07481

# September 2011

Contact Families-  
Make calls to  
New Families.



www.stpaulips.org

Tax I.D. # EO-NJ3-001-049/000

www.glscrip.com SCRIP orders placed on 1st and 15th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="border: 1px solid black; padding: 5px;">                     Check the school website for updated club schedules: Student Council, Military History, Academic Challenge, Chess Club, Math and Science Club, SPIN, and Computer Club.                 </div>				1 <i>New Teacher Orientation</i>	2 <b>Check the online Newsletter every Friday for important information</b>	3
4	5 <i>Labor Day</i>	6 <i>Professional Day</i> <i>Pre-K &amp; Kindergarten Orientation</i> <i>1pm - 2pm</i>	7 <i>First Day of School</i> <b>K-8 NOON Dismissal</b> <i>Full Summer Uniform Aftercare Begins</i>	8 <b>HALF DAY</b>  <i>Feast of the Birth of Mary</i>	9 <b>HALF DAY</b>  <i>Newcomer's Social</i> <i>7pm</i>	10 <i>RAMSEY DAY</i>
11 <i>Grandparents Day</i> <i>Patriot Day</i>	12 <b>FULL DAY K - 8</b> <b>PRE-K 3 &amp; 4 begins</b>  <i>St. Paul Parish Mass of Anointing - noon</i>	13 <i>High School Information Night</i> <i>St. Elizabeth's 7:30pm</i>	14  <i>Exaltation of the Holy Cross</i>	15	16  <i>Class Elections</i> <i>Student Council</i>	17 <i>Ramsey Run</i>
18	19	20 <i>Back to School Night 7pm</i>  <i>Uniform Exchange</i>	21 <i>Back to School Mass</i> <i>10am St. Paul Church</i> <i>please bring in a can of food</i>  <i>International Day of Peace</i>	22	23 <i>Bagel Forms DUE</i>  <i>AMBS Deanery Dance</i> <i>Grades 7 and 8</i> <i>7:30 pm - 9:30 pm</i>  <i>First Day of Autumn</i>	24 <i>MAHWAH DAY</i>
25	26 <div style="border: 1px solid black; padding: 5px; text-align: center;">STUDENT COUNCIL SERVICE PROJECTS BEGIN</div> <i>CCD Begins</i> <i>SAB Meeting 7pm</i>	27	28	29  <i>St. Paul Parish garage sale set-up</i>	30 <div style="border: 1px solid black; padding: 5px;">Do you have uniforms from last year that do not fit? Send to the office c/o Jeanne Petric, Uniform Exchange Program</div>	

# October 2011

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www.glscrip.com SCRIP orders placed on 4th and 17th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Saint Paul Parish Garage Sale
2  <i>Respect Life Sunday</i>	3	4	5	6	7 <b>PROFESSIONAL DAY NO SCHOOL</b>  <i>School Mass at the Sacred Heart Basilica 1:30pm</i>	8  <i>5pm Mass - St. Paul's Fr. Rich Kelly's Installation</i>
9	10  <b>NO SCHOOL</b>  <i>Columbus Day</i>	11  <i>Full Winter Uniform begins- see handbook</i>  <i>Academic Progress Reports mailed home</i>	12	13  <i>Students attend Noon Mass please bring in a can of food</i>	14	15
16	17	18	19	20 <b>HALF DAY NO AFTERCARE</b>  <i>Parent Conferences 1 - 4 pm &amp; 6 - 8 pm</i>	21 <b>HALF DAY BAGEL BREAKFAST</b>	22
23	24  <i>SAB Meeting 7pm</i>	25	26	27	28	29
30 <i>Cub Scout Pancake Breakfast</i>	31 <i>Halloween Parade 1:15pm</i>  					

# November 2011

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www.glscrip.com SCRIP orders placed on 1st and 15th

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4 <b>HALF DAY</b> BAGEL BREAKFAST JEANS DAY - \$1.00	5	
6 Daylight Savings Time Ends Turn back clocks 	7	8 Election Day <i>All Saints Day</i>	9 <i>All Souls Day</i>	10	11 Veteran's Day <b>CO-OP Exam Gr. 8</b> AOL Dance Gr. 7 & 8 7:30 - 9:30 pm	12	
Middle States Colloquium 4pm	Middle States Visit						
13	14	15 Grades 4 & 7 Writing Assessment	16 OPEN HOUSE 10 - 11:30 am Students attend Noon Mass please bring in a can of food	17	18	19	
Contact Families- Make calls to New Families. 	20 Feast of Christ the King	21 Presentation of the Blessed Virgin Mary SAB Meeting 7pm	22	23 <b>HALF DAY</b> <b>NO AFTERCARE</b> Thanksgiving Prayer Service	24 <b>NO SCHOOL</b>  Happy Thanksgiving	25 <b>NO SCHOOL</b>	26
27 St. Paul Church Breakfast with Santa school cafeteria  1st Sunday in Advent	28	29	30				

# December 2011

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www.glscrip.com SCRIP orders placed on 1st and 15th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>Barnes &amp; Noble Bookfair</b> Supporting St. Paul Interparochial School <b>Thursday, December 8, 2010</b> Paramus III - 765 Route 17 South Code # 10500072</p>				1  <i>Christmas Craft Fair</i>	2 <b>HALF DAY</b> <i>BAGEL BREAKFAST</i> <i>JEANS DAY - \$1.00</i>  <i>NO AFTERCARE</i> <i>End of 1st Trimester</i>	3
4  <i>2nd Sunday in Advent</i>	5	6	7  <i>Senior Christmas Party</i> <i>5th Grade - 12noon</i>  <i>Pearl Harbor Day</i>	8 <b>NO SCHOOL</b> <b>FEAST OF THE</b> <b>IMMACULATE</b> <b>CONCEPTION</b>  <b>Barnes &amp; Noble</b> <b>Book Sale, Paramus</b>	9  <i>School Christmas</i> <i>Pageant 7pm</i> <i>St. Paul Church</i>	10
11  <i>3rd Sunday in Advent</i>	12	13  <b>PFG MEETING - 7pm</b> <i>report cards distributed</i>  <i>Uniform Exchange</i> <i>7:30am - 7pm</i>	14	15	16	17
18  <i>4th Sunday in Advent</i>	19  <i>SAB Meeting 7pm</i>	20  <i>Students attend</i> <i>Noon Mass</i> <i>please bring in a can of food</i>  <i>First Day of Winter</i>	21	22 <b>HALF DAY</b> <b>NO AFTERCARE</b>  <i>School Advent Retreat</i>	23  <b>School Closed</b>  <b>Have a wonderful Christmas !</b>	24 <i>Christmas Eve</i> 
25  <i>Christmas Day</i>	26	27	28	29	30	31 <i>New Year's Eve</i> 
<p><b>School Closed for Christmas Vacation</b></p>						

# January 2012

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www.glscrip.com SCRIP orders placed on 3rd and 18th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <i>New Year's Day</i>  <i>Feast of Mary, Mother of God</i>	2 <b>NO SCHOOL</b>	3 <b>SCHOOL REOPENS</b>	4 <i>St. Elizabeth Ann Seton Day</i>	5	6 <b>HALF DAY</b> <b>BAGEL BREAKFAST</b> <b>JEANS DAY - \$1.00</b>  <i>Epiphany</i>	7
8	9	10	11 <b>OPEN HOUSE</b> <b>10 - 11:30 AM</b>  <i>Current Family Re-registration begins</i>	12	13	14 <b>FUTURE CITIES COMPETITION</b> <b>RUTGERS-LIVINGSTON</b>
15  <i>Baptism of Our Lord</i>	16 <b>HALF DAY</b> <b>BAGEL BREAKFAST</b> <b>FULL UNIFORM</b>  <i>Peace &amp; Justice Prayer Service</i> <i>Martin Luther King's Day</i>	17	18	19	20	21
22	23 <i>Chinese New Year</i>  <i>SAB Meeting 7pm</i>	24	25 <i>St. Paul Feast Day</i> <i>8:30 Mass &amp; Communion Breakfast</i>	26	27	28
29	30 <i>Special Person's Day (K - 3)</i> <i>Family Night</i>	31 <i>School Spirit Day</i>				

**Catholic School's Week Begins**

- Saint Paul Church - 9am mass in uniform
- Speakers at all four parishes
- Bagel breakfast to follow at school ;Open House 10-11:30am






# February 2012

Look for Tuition  
Raffle Tickets

www.stpaulips.org  
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www.glscrip.com SCRIP orders placed on 1st and 15th


Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30 <i>Special Person's Day</i> K- 3  <i>Family Night</i>	31 <i>School Spirit Day</i>	1 <i>New Family Registration Begins</i>  <i>Open House</i> 10 - 11:30 am  <i>Academic Progress Reports mailed home</i>	2 <i>Student Appreciation</i> <i>Make Your Own Ice Cream Sundae</i>  <i>Groundhog Day</i>	3 <b>HALF DAY</b> <i>BAGEL BREAKFAST</i> <i>JEANS DAY - \$1.00</i> <b>NO AFTERCARE</b> <i>Teacher Appreciation Day</i>	4 <i>Catholic High School Registration</i>
	CATHOLIC SCHOOL'S WEEK - "FAITH. ACADEMICS. SERVICE. "					St. Paul Women's Cornerstone Retreat
5  <i>Boy Scout Sunday</i>	6	7	8	9	10  <i>SPIS Deanery Dance</i> <i>Grades 7 and 8</i> 7:30 pm - 9:30 pm	11
12	13  <i>Students attend Noon Mass</i> <i>please bring in a can of food</i>  <i>SAB Meeting 7pm</i>	14   <i>Valentine's Day</i>	15	16	17	18
19  <b>WINTER RECESS</b>	20  <i>President's Day</i>	21	22   <i>Ash Wednesday</i>	23  <b>SCHOOL CLOSED</b>	24	25
26	27  <b>SCHOOL REOPENS</b>	28	29  <i>Students attend Noon Mass</i> <i>please bring in a can of food</i>			

# March 2012

Watch for information on the American Heart Association "Jump Rope for the Heart"  
Students will be participating during their gym class.

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www.glscrip.com SCRIP orders placed on 1st and 15th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <b>HALF DAY</b> BAGEL BREAKFAST JEANS DAY - \$1.00	3
					St. Paul Men's Cornerstone Retreat Read Across America Doctor Seuss' Birthday	
4	5	6	7	8	9 <b>End of 2nd Trimester</b>	10
	 <b>Terra Nova Testing - Grades 1 - 7</b> BRING #2 PENCILS TO SCHOOL 				Students attend Noon Mass please bring in a can of food	CASINO NIGHT
11  Daylight Savings Time Begins Girl Scout Sunday	12 Reconciliation Gr 3-5 SAB Meeting 7pm	13 Students attend Noon Mass please bring in a can of food	14	15	16 <b>NO SCHOOL</b> <b>PROFESSIONAL DAY</b>	17  St. Patrick's Day
18	19 Reconciliation Gr 6-8 Saint Joseph's Day	20 Spring Begins PFG MEETING -7pm report cards distributed Tuition Raffle Uniform Exchange	21	22 Students attend Noon Mass please bring in a can of food	23 Annunciation of the Lord	24
25	26 Students attend Noon Mass please bring in a can of food	27	28	29	30	31

# April 2012

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www.glscrip.com SCRIP orders placed on 2nd and 16th


Sun	Mon	Tue	Wed	Thu	Fri	Sat
1  Palm Sunday	2	3	4 HALF DAY NO AFTERCARE School Lenten Retreat	5 NO SCHOOL Holy Thursday	6 NO SCHOOL Good Friday	7 Holy Saturday
8  Easter Sunday	<div style="border: 1px solid black; padding: 5px;"> <p><b>EASTER RECESS - SCHOOL CLOSED</b></p> <p><b>N C E A CONFERENCE - Boston, Mass.</b></p> </div>					14
15 Divine Mercy Sunday	16 SCHOOL REOPENS Summer uniform - see handbook	17	18 OPEN HOUSE 7 - 8:30 pm	19	20 Students attend Noon Mass please bring in a can of food	21
22 Earth Day	23 SAB Meeting 7pm	24	25	26	27 St. Elizabeth's Deanery Dance Grades 7 & 8 7:30 pm - 9:30 pm	28
29 tentative Track Meet #1 We host at Don Bosco	30	<div style="border: 2px solid black; padding: 10px;"> <p>Watch for information on the St. Paul Lacrosse and Golf Teams coming soon.</p> </div>				Watch for information on Carnival shift sign-ups in the weekly online newsletter and under general notices on the web. Each parent is required to fill a shift.

# May 2012

www.stpaulips.org

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www.glscrip.com SCRIP orders placed on 2nd and 16th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p>Field Day is coming soon ...            Are you on the white team or the blue team????            Volunteers are needed to supervise events - watch for updates online</p> </div>						
		1	2	3	4 <b>HALF DAY</b> BAGEL BREAKFAST JEANS DAY - \$1.00 Academic Progress Reports mailed home	5 <i>Cinco de Mayo</i>
6	7 Car pick-up in Church lot. Form 4 lanes. Watch carefully for Teacher/ Student traffic patrol SAB Meeting 7pm	8 <i>National Teachers Day</i>	9 <b>CARNIVAL</b> 6 - 10pm	10 <b>CARNIVAL</b> 6 - 10pm	11 <b>CARNIVAL</b> 6 - 11pm	12 <b>CARNIVAL</b> 3 - 7pm 7 - 11pm <i>Nurse's Day</i>
13 <b>CARNIVAL</b> 2 - 7pm Super 50/50  <i>Mother's Day</i>	14	15	16	17 <i>Ascension Thursday</i> Students attend Noon Mass please bring in a can of food	18	19 <i>Armed Forces Day</i>
20	21	22 PFG MEETING 7PM Uniform Exchange	23	24 <i>May Crowning</i> 1pm St. Paul Church  <b>8th Grade Finals</b> Math & Literature	25 <b>HALF DAY</b>  <b>8th Grade Finals</b> Social Studies & Lang. Arts	26
27 <i>Feast of Pentecost</i>	28 <b>NO SCHOOL</b>  <i>Memorial Day</i>	29  <b>8th Grade Finals</b> Science & Spanish	30	31 <i>8th Grade Class Trip</i>  <i>Feast of the Visitation</i>		

# June 2012

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www.glscrip.com SCRIP orders placed on 1st and 15th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <b>HALF DAY</b> BAGEL BREAKFAST JEANS DAY - \$1.00  AMBS 8th Grade Dance Semi-Formal 7 - 10pm	2
3  Trinity Sunday	4 "CLASS NIGHT" Grade 7 hosts for graduates and their parents	5	6 10am - Baccalaureate Mass Saint Paul Church  7pm - Graduation Saint Paul Church	7	8	9 9am - Pre-K 10am - Kindergarten  end of year celebrations and Last Day of School
10	11	12	13	14 Flag Day Ceremony All Scouts in uniform	15 <b>HALF DAY</b> GYM UNIFORM	16
<b>6th and 7th Grade Final Exams</b>						
Math & Literature		Social Studies & Lang. Arts		Science & Spanish		Make-ups
17 Father's Day 	18 <b>HALF DAY</b> GYM UNIFORM	19 <b>HALF DAY</b> GYM UNIFORM	20 <b>HALF DAY</b> GYM UNIFORM Calendar info for the 2010 - 2011 school year is due in office	21 <b>HALF DAY</b> GYM UNIFORM End of school prayer service TENTATIVE LAST DAY OF SCHOOL K - 7	22	23
24	25	26	27	28	29	30
<b>FIRST DAY OF SCHOOL FOR THE 2012 / 2013 SCHOOL YEAR WILL BE: WEDNESDAY, SEPTEMBER 5, 2012</b>						

# July 2012

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 <i>Happy 4th of July!</i> 	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# August 2012

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 <i>Assumption of Mary</i>	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## COMMITTEE CHAIRHEADS

Calendar Information:	Jessica Evans	201-760-8891	jke2841@aol.com
Carnival Chair:	Lucille Conzo	201-512-0045	Luconz@aol.com
Carnival Booth Sponsors:	Tamie Proscia-Lieto	201-934-8236	jeffreylieo@hotmail.com
Carnival Scheduling Chair:	Melissa Ursich	201-891-1435	mpu209@yahoo.com
Carnival Games:	Cathy Parker	201-995-0348	rfinbarparker@yahoo.com
Carnival Finance:	Karen Roche	201-327-3486	Krroche123@msn.com
CSW Make –Your-Own-Sundae:	Colleen LaSpina	201-512-1997	mrsaspina@yahoo.com
CSW Bagel Breakfast:	Christine Smith	845-753-8034	Dsmith1658@aol.com
CSW Family Night:	TBA	TBA	TBA
CSW Open House (all year):	TBA	TBA	TBA
Casino Night:	TBA	TBA	TBA
Cheerleading:	Jeannette Annunziato	201-512-1182	annunziatofam@optonline.net
	Brenda Ariz	201-444-1912	bariz@optonline.net
Christmas Craft Fair:	TBA	TBA	TBA
Class Parent Coordinator:	Nicole Marian	201-560-0856	marianhome@verizon.net
DARE 5th Grade Coordinator:	TBA	TBA	TBA
Enrichment:	Christine Gysin	201-327-1108	cgysin@stpaulips.org
Gift Wrap:	Elaine Tekerian	201-785-8950	etekerian@hotmail.com
	Dyan Moclair	201-825-2716	dynkev@verizon.net
Golf Team:	Jane Donnelly	201-327-1108	jdonnelly@stpaulips.org
Label Redemption:	Elaine Tekerian	201-785-8950	etekerian@hotmail.com
Lunch Volunteer Coordinator:	Mary Keller	201-934-9026	marykeller@optonline.net
New Family Contact:	Lisa Albert	201-825-2227	LisaAlbert88@yahoo.com
Newcomer’s Social:	Tamie Proscia -Lieto	201-934-8236	jeffreylieo@hotmail.com
Ramsey / Mahwah Day:	Dan & Tara Callaghan	845-290-5062	tamcallag@mac.com
School Directory:	Jessica Evans	201-760-8891	jke2841@aol.com
School Store:	Melissa & Paul Ursich	201-891-1435	mpu209@yahoo.com
SCRIPS:	Jessica Evans	201-760-8891	jke2841@aol.com
Spruce –Up:	TBA	TBA	TBA
SPIN:	Ann Frank	201-327-1108	afrank@stpaulips.org
Stop & Shop A+ Bonus:	Kristine Diverio	201-825-0845	tkdiverio@verizon.net
Super 50/50:	TBA	TBA	TBA
Tuition Raffle:	TBA	TBA	TBA
Track Team / Cross Country:	Kevin Youngs	845-368-1021	kyoungs36@msn.com
Uniform Recycling Program:	Jeanne Petric	201-529-0939	apetric@verizon.net
	Anne Nicholson	201-529-8133	gskan1@att.net
Volleyball Program	Jane Donnelly	201-327-1108	jdonnelly@stpaulips.org
Web Site:	Elaine Robinson	201-327-1108	erobinson@stpaulips.org
Wish Lists:	Tara Callaghan	845-290-5062	tamcallag@mac.com



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## Saint Paul Prayer

Glorious St. Paul  
Most zealous apostle  
Martyr for the love of Christ.

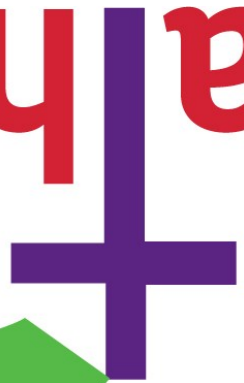
Give us your deep faith,  
A steadfast hope,  
A burning love for Our Lord  
So that we can proclaim with you  
It is no longer I who live,  
but Christ who lives with me.

Help us to become apostles.  
Serving the church with a pure heart  
Witness to her truth and beauty  
Amidst the darkness of our days.

With you we praise God Our Father.  
To Him be the glory  
In the church and in Christ,  
Now and forever. Amen



Catholic Schools



Faith. Academics. Service.