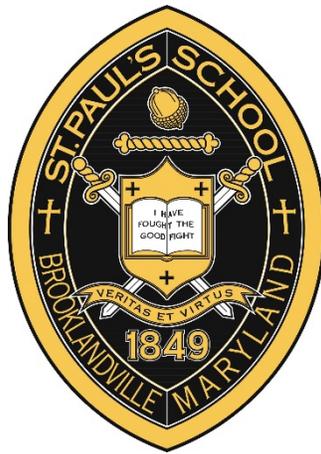


# Lower School Handbook 2018-19



## Lower School Handbook

### General Information

#### Quick Phone Numbers

Lower School 410-821-3029

Extended School Program 410-821-3061

Fax 410-427-0394

Head: Bryan Powell, Ph.D. ext. 3026

Assistant Head: Kathy Smith ext. 3089

Assistant to the Head; Joni Gahm

Receptionist: Barbara A. Dugger

#### School Hours

Monday, Tuesday, Wednesday, Friday 8:15 a.m. – 3:30 p.m.

Thursday 8:45 a.m. – 3:30 p.m.

Classrooms are open for students beginning at 8:00 a.m. (except Thursday, when it is 8:30 a.m.). All students arriving after 8:15 a.m. (except Thursday 8:45 a.m.) must report to the Lower School front desk to sign in. This is necessary in order to have names removed from the daily absentee list. Please do not call the Lower School if your carpool is running late in the morning. All students arriving after 8:15 a.m. (Thursday, 8:45 a.m.) will be marked absent if they do not sign in at the front desk.

#### Before (Tabletop) and After (ESP) School Care

**Tabletop** complements the School hours for the 2018-2019 school year. Students will enter the Lower School through the playground entrance nearest the Health Suite, where they will check in. Tabletop activities will be provided and may include games, puzzles, drawing and coloring.

School rules, which are in effect during the school day, as well as during after school activities such as ESP and Children's Choirs of St. Paul's, must be adhered to during Tabletop. This includes the school policy of no toys or games from home. Library books and reading material from home are welcomed and recommended.

Tabletop will be available 7:30-8:30 a.m. for Thursday morning late openings. All other days, Tabletop runs from 7:30-8 a.m. School personnel associated with Tabletop will not be available before 7:30 a.m. School doors will be locked until that time.

### **Extended School Program (ESP)**

Students are dismissed from homerooms at 3:25, to attend ESP or go to 3:30 carpool. In an effort to help our students to continue to learn to be responsible, ESP personnel, faculty and staff do not allow visits to classrooms after dismissal. This policy is to be strictly enforced after the first month of school, giving students the opportunity to learn and adapt during the beginning weeks of school. Parents are asked to observe the rules of the School with regard to this policy.

The Extended School Program, ESP, runs from 3:30-5:30 p.m., Monday through Friday. Early ESP is from 3:30-4:30 with a carpool run at 4:30 p.m. ESP carpool runs exactly as 3:30 carpool does (see page 3). Each carpool needs to have a number (Carpool Information form available online; filled out in the summer and returned to the Lower School office) in order to be picked up in carpool line. Students may stay for Late ESP from 4:30-5:30 and are picked up from the library at any time during that time frame. After-Program care is available from 5:30- 6:00 p.m.

Registration is on a trimester basis and is done through your My Backpack account.

Dates of the three trimesters for 2018—2019 school year are:

August 29-November 20

November 26- March 1

March 4—June 5

Fees are charged for special programs and for students who attend Late ESP (4:30-5:30). ESP closes at 6:00 p.m. After 6:00 p.m., \$25.00 per each additional 15 minutes, per child will be charged.

Students may drop-in to ESP for a single day when requested in writing the morning of the drop-in day. The request should be given to the homeroom teacher by the student on the day of the drop-in. This information is then sent to the office to be put on the daily attendance sheet, which automatically notifies ESP.

ESP can be reached at 410-821-3061 or by emailing [esp@stpaulsschool.org](mailto:esp@stpaulsschool.org).

Messages for ESP should **not** be left on the Lower School Office voice mail.

## Carpool Arrival and Dismissal Procedures

The drop-off and pick-up area for all Lower School students is located at the lower level entrance to the building. For safety, efficiency, and the security of the students, it is important that parents use only this drop-off area. The main entrance to the Lower School is locked and no one is available to let students in until after 8:00 a.m. Teachers instruct students about getting in and out of their cars in a safe and efficient manner during the opening days of school.

A Carpool Information form is available online (August 1, 2018). It should be completed by all parents and returned to the Lower School office no later than August 10, 2018 in order to receive your carpool number. Include all Lower School siblings and/or families carpooling together. A record of morning carpools is not needed.

Each student is assigned a carpool number regardless of how she or he travels from school or whether or not attending the Extended School Program (ESP). This number is mailed to you upon the receipt of your Carpool Information form. **Your carpool number, which will be sent to you on an 8 ½ X 11 inch card, should be displayed during afternoon carpool, both school day and ESP. You should print the name(s) of your carpool riders on the card.** The number is keyed to the grade of the youngest or only child traveling in that car.

**The card should be prominently displayed to assist the teachers on duty. We suggest hanging your card from your rearview mirror using a pants hanger. The card should remain in the windshield all the way to the end of the carpool line, until all passengers are in the car. This procedure will greatly assist with the flow of traffic.**

Parents should not leave their cars, but should move steadily forward under the direction of the teachers on duty. As numbers are called, children come from the building to the pick-up area. **Parents must not park and walk up to the carpool area to pick up students.** The area in front of the Lower School is a FIRE LANE. Parking may be available in front of the Athletic Center or in the visitor parking spaces near Brooklandwood.

It is the policy that Lower School students are picked up only by an adult or an Upper School student who is designated as a carpool driver, from the Lower School building. **Middle School student siblings may not pick up Lower School students without a parent present. No Lower School student is permitted, under any circumstances, to leave the Lower School building unescorted** for any purpose, including participating in

music lessons at the Ward Center. Parents are responsible for transporting their children to the Ward Center for music lessons or arrangements for transportation are made by the Ward Center. Teachers do not assume this role. Children remaining at the close of 3:30 carpool are automatically enrolled in the Extended School Program (ESP). Phone calls are not necessary if you are running late. If it is necessary to call the school, call the ESP direct line at **410-821-3061**. Parents should come into the library to pick up their children if 3:30 carpool is finished. Please refrain from using tech devices, including blue tooth, during the carpool process for everyone's safety.

### Changes in Carpool, ESP, or Early Pick-up

Please notify the Lower School in writing when there is a change in a student's transportation for 3:30 carpool and/or ESP pick-up. These changes should be put **in writing and given to the homeroom teacher the morning of the changes**. This information is sent to the office, and placed on the daily attendance form, which is used by carpool and ESP personnel. Students should be informed by their parents as to any changes for that day. **Please reserve phone calls regarding rearrangements for emergencies only.**

**If you need to have your child dismissed early**, it must be by 3:15 p.m. For early pick-up, remember to send in a note in the morning with your child. Your child will meet you in the main lobby.

**If changes are made via email to the teacher, please cc Joni Gahm at [jgahm@stpaulsschool.org](mailto:jgahm@stpaulsschool.org).**

Parents are welcome to pick up their children at any time on a snowy day. Please go directly to the child's classroom. Do not call the school.

### 2018-2019 Lower School Calendar

Monday, August 27 – Snowball Social 6-7 p.m.

Tuesday, August 28 - New Student Orientation- 9-10:30 a.m.

Wednesday, August 29 - Classes begin; kindergarten early dismissal; kindergarten parent conferences 1-3 p.m.

Thursday and Friday, August 30, 31 – Kindergarten early dismissal; kindergarten parent conferences 1-3 p.m.

Monday September 3 – Labor Day (School Closed)

Tuesday, September 4 – Parents Night

Wednesday, September 26 – I,2,3 Magic for Parents 6:30-8 p.m.

Thursday, October 4 – Kindergarten Parent Info Session: Growth Happens 6:30-8 p.m.

Monday, October 8 – Fall Break (School Closed)

Thursday, October 11 – Kindergarten Conference Day (kindergarten students do not attend school)

Tuesday, October 16 – Literacy Night for Kindergarten, Prefirst and First grade parents 6:30-8 p.m.

October 22-26 – Third Grade ERBs

Wednesday, October 31 – Halloween Parade and Parties; 11:30 a.m. dismissal

Monday, November 5 – Professional Day (Student Holiday)

November 6 – 9 – Fourth Grade ERBs

Wednesday, November 14 – ½ Day Conference Day (Student dismissal 1:00 p.m.)

Thursday, November 15 – Full Day Conference Day (Student Holiday)

Monday, November 26 – Kindergarten/Prefirst Parent Visiting Day 8:30-11

Tuesday, November 27 – First and Second grade Parent Visiting Day 8:30-12

Wednesday, November 28 – Third and Fourth grade Parent Visiting Day 8:30-12

Tuesday, December 11 – Lower School Winter Concert 7:00 p.m.

Friday, December 14 – Lower School Holiday Bazaar

Tuesday, December 18 – Lower School Christmas Pageant

Wednesday, December 19 – Lessons and Carols (Student dismissal 11:30 a.m.)

December 20 – January 2 – Winter Break

Thursday, January 3 – Classes resume

Thursday, January 17 – Kindergarten Conference Day (K students do attend school)

Monday, January 21 – MLK Observance (School Closed)

Friday, January 25 – 11:30 a.m. student dismissal; Professional Afternoon

January 28 – February 1 – Lower School Book Fair  
Friday, February 15 – Professional Day (Student Holiday)  
Monday, February 18 – Presidents’ Day (School Closed)  
Wednesday, February 20 – ½ Day Conference Day (Student dismissal 1:00 p.m.)  
Thursday, February 21 – Full Conference Day (Student Holiday)  
Tuesday, March 5 – Shrove Tuesday Pancakes in classrooms  
Friday, March 8 – Fourth Grade Production 1:00 p.m.  
Saturday, March 9 – Fourth Grade Production 7:00 p.m.  
Sunday, March 10 – Fourth Grade Production 1:00 p.m.  
Thursday, March 14 – Lower School Science Fair  
Friday, March 15 – 11:30 a.m. dismissal; Professional Afternoon  
March 18 – 25 – Spring Break  
Tuesday, March 26 – Classes Resume  
Thursday, April 18 – Grandparents Day 11:30 a.m. dismissal  
Friday, April 19 – Good Friday (School Closed)  
Monday, April 22 – Easter Monday (School Closed)  
Friday, April 26 – Lower/Middle School Fun Run  
Tuesday, May 7 – Third Grade Maypole performance after Chapel  
Tuesday, May 21 – Art Appreciation Night and Choral Concert 4:15 p.m. – 6:30 p.m.  
Friday, May 24 – Picnic Day 11:30 a.m. – 1 p.m.  
Monday, May 27 – Memorial Day Holiday (School Closed)  
Thursday, May 30 – Conference Day (Student Holiday)  
Friday, May 31 – Fourth Grade Passion Project presentations and Awards Ceremony  
Monday, June 3 – Fourth Grade Pool Party  
Tuesday, June 4 – Field Day

Thursday, June 6 – Closing Program 9 a.m – 10 a.m. – No Classes nor ESP after the program. School is out for the summer.

Calendar dates are subject to change.

For more detailed information visit St. Paul's website at [www.stpaulsschool.org](http://www.stpaulsschool.org)

Calendar updates are shared in the weekly Lower School e-bulletin.

### **Attendance/Vacation Policies**

Classrooms are open for students beginning at 8:00 a.m. (except for Thursday, when it is 8:30 a.m.) All students arriving after 8:15 a.m. (except for Thursday, 8:45 a.m.) must report to the Lower School front desk to sign in. This is necessary in order to have students' names removed from the daily absentee list. Please do not call the Lower School if your carpool is running late in the morning. All students arriving after 8:15 a.m. (Thursday, 8:45 a.m.) will be marked absent if they do not sign in at the front desk.

It is very disruptive for a class when students are missing. As a result, families are requested to take vacation only during those times when the School is closed. Parents should not request extensions before or after the regularly schedule vacations, nor should students be absent for vacations or trips on any days when school is in session. It should be understood that the faculty are not obligated to provide make-up work or extra help for students who take vacation while school is in session.

### **Communication**

#### **e-bulletin**

The Lower School E-Bulletin is the primary means of communication between school and home. The e-bulletin is e-mailed to parents weekly on Thursdays. Please read it carefully and check for calendar updates and amendments to the roster. If you do not have access to a computer, contact the Lower School and we will provide you with a hard copy.

#### **Parents' Association**

The Parents' Association is a vital force in the life of the Lower School and in the St. Paul's community-at-large. All flyers/letters/forms/tear-offs generated by parent volunteers need the approval of the Lower School Head before being distributed. This procedure prevents conflicts with calendar scheduling. All forms must include a contact person and level(s) for which it is intended in order for the forms to be delivered in a timely fashion. Extra copies must be left in the Lower School Office.

### **Room Parents**

Room Parents are selected by the Lower School Parent Chair. Room Parents organize classroom activities at the request of the teacher. They also forward necessary information to parents of children in the class, as needed.

### **Roster**

The St. Paul's Roster will be sent home with students. If any parent has a question that cannot be answered by the Roster, the online Handbook, or the e-bulletins, please call the Lower School for help. Dr. Bryan Powell, Lower School Head, will conduct a question and answer session for new parents at Orientation Day on Tuesday, August 28.

## ACADEMICS

### **Grading Policies**

Students in grades prefirst through fourth receive report cards three times a year.

Grades are represented as follows:

- 1 – The skill is consistently performed
- 2 – The skill is frequently performed
- 3 – The skill is emerging
- 4 – The skill is not yet apparent
- Not assessed

Comments are also given for subjects as needed.

Kindergarten receives a narrative for Literacy and Math classes, and grades and comments for subject areas.

Conference Days are held in November, February, and May. Progress reports are e-mailed to parents prior to the conference day. Additional conferences may be held throughout the year on an as needed basis, convened at the request of a student, parent, teacher, or administrator.

## **Homework**

The primary purpose of homework in the Lower School is to develop responsibility, to prepare for future classroom lessons, to learn time management skills, and to reinforce academic work. Parent should provide a quiet, well-lighted place for the child to work, and check to see if assignments have been completed neatly. If there are questions, the student should ask the teacher for help the following day. Teachers explain homework guidelines on Parents' Night in September. Although students seldom have work assigned for the weekend, Sunday evening should be considered a school night with regard to bedtime.

Homework generally should take 10 minutes per grade level. For example, second graders should have approximately 20 minutes of homework.

Homework for an ill child should be requested only if he or she will be out longer than a day or two. We ask that requests for homework be made early in the morning so that the teacher be given ample time for its preparation. Homework will be ready for pick-up by afternoon carpool. It should be noted the faculty are not obligated to provide make-up work or extra help for students who take vacation while school is in session.

A Study Hall is available to students during early ESP, Monday – Thursday. Parents can request that students attend study hall. The request should be made through the homeroom teacher, in writing. The request will then be given to ESP and every effort will be made to assure that the child attends study hall.

## **Student Services**

A full time Guidance Counselor, Deb Heacock, and part-time Learning Specialist, Debbie Francis, offer support for Lower School students. In addition a part-time psychologist, Dr. Margaret Schlossberg, works with students, teachers, and parents in grades k—12.

See **Academic Resource section** in All School Handbook.

## **STUDENT LIFE**

### **Discipline**

We are committed to creating a safe space for all of our students at St. Paul's— including their physical, emotional, and psychological safety. To this end we work with our students, in school, to help them regulate themselves, and respond to one another

with positive words and actions. We know that it is developmentally appropriate for children to make mistakes and push limits, and our approach is based on this understanding. We expect when clear expectations and routines are established and choices about appropriate behavior are taught, students will take on more responsibility for their behavior at school. We aim to create a team between parents and teachers to support students with constructive feedback and strategies that will impact their and other students' school experiences in a positive way.

Lower School expectations are values that are in alignment with our St. Paul's Mission Statement. They are age appropriate and help guide conversations concerning behavior in the Lower School.

Lower School Expectations:

1. We are kind.
2. We are respectful.
3. We are inclusive.
4. We are hardworking.
5. We are honest.

Lower School Rules:

1. Fighting, teasing, name-calling, and bad language are not tolerated.
2. Toys and games from home are not permitted.
3. Proper indoor behavior must be observed in the Lower School building
4. Students are not to throw anything except balls.
5. The chewing of gum is not allowed in School or on School grounds.

### **Discipline (including Table Top and ESP)**

The Lower School Expectations provide the foundation for the creation of classroom rules. Each year, students and teachers create classroom constitutions. These constitutions are guidelines or rules that they have agreed will help everyone be successful in the learning environment.

When students make mistakes in following class or school expectations, we will use logical consequences to help them solve the problem and learn from their mistakes. Logical consequences are not punishments. They are always to help children see the effects of their actions, repair the situation, and make better choices next time.

There are three basic kinds of logical consequences:

**Take a break** – If a child is losing self-control, s/he goes to a designated spot in the room to cool off or in the upper grades, may take a “walk-about.” The break is short. The student comes back as soon as s/he has regained control. This may include a break with the guidance counselor, Mrs. Heacock, the assistant head, Miss Smith, or the director of Table Top/ESP.

**Loss of privilege** – If a student misuses a material or acts out during an activity, s/he will be told to stop using the material or doing the activity for a short period of time. The privilege will be restored when the student and teacher have talked about how to prevent a similar problem in the future. This may include taking a time out from ESP/Table Top by staying home for a specific period of time.

**You break it, you fix it** – If a student damages something or hurts another student’s feelings, s/he will try to fix the damage. In the case of hurting feelings, the student might offer an apology of action – writing a card, helping with an activity, making an illustration, or taking some other action beyond verbally saying sorry.

### **Procedures for Managing Ongoing Disruptive Behavior**

I,2,3 Magic in the Classroom, by Dr. Thomas Phelan, is the program which is used in all classrooms in the Lower School to support effective discipline.

Central to this program are the following beliefs:

- Students learn best when expectations, feedback and consequences are fair and predictable
- Students’ own their choices
- Students are able to make amends and try again
- Teachers use a “not talking/no emotion” approach to redirecting student behavior
- Teachers provide feedback to students privately, when needed
- Students, teachers and parents work together

The process for holding students accountable for their behavior is a three level one. Within the classroom, Table Top, or ESP, teachers give students two chances to correct behavior and then students receive a time out.

**Level I:** In the classroom, Table Top, or ESP, students are given a reminder concerning appropriate behavior. If the undesired behavior continues, the teacher will state, “That’s 1.” Should the behavior continue, the teacher will state, “That’s 2.” If the behavior persists, the teacher will say, “That’s 3. Take time.” The student takes a 5 minute break in a designated space to rethink best choices and then return to the group. The teacher will take time to discuss the child’s ideas with him/her. Examples of behavior which may be counted include: calling out or interrupting; unkind words or teasing; refusing to follow adult directions; not getting down to work; arguing; talking when directions or instruction is being given.

**Level 2:** This level takes place in the classroom, Table Top or ESP, and is used for students who have already reached Level I and continue to repeat disruptive behaviors during the same week and/or month. Students will reflect on the problem and propose a solution for improvement, using a Lower School Problem Solver Form. Students return to the class activity. Student and teacher use the Problem Solver to discuss solutions. Teacher calls parents to share the problem and solutions and places information from that conversation in Parent/Teacher contacts. Parents should discuss the problem and solutions with their student, clarify expectations, and then let it go. Problem solver is kept by teacher.

### **Further Action-Level III accountability**

This Level takes place in the office, for students who have not successfully corrected behavior following Level 2 time out within a given time period. This is for students who frequently repeat a disruptive behavior to their or other students learning, or for students who engage in disrespectful language, behavior, or physical contact. Students complete a Lower School Problem Solver Form, discuss the problem and solution with a school administrator, assess their readiness to return to the classroom, and make amends if needed. Students may rejoin class activities. The Form goes home to be signed and parents will be called by the administrator and documented in Parent/Teacher contacts. The Form is placed in the student’s file in the office. If an administrator determines that a student’s behavior warrants not returning to the classroom, consequences may include taking an in-school time out, going home for the remainder of the school day, or staying home for a day.

In addition, if a student has demonstrated a discernible pattern of behavior that has exhausted classroom logical consequence, and is disruptive to the norms, safety and appropriate functioning of the Lower School community, the following steps will be followed:

### **Step 1: Counselor Intervention**

A student may be struggling with a certain aspect of his or her behavior and may need coaching with strategies that will make him or her a more positive member the Lower School community. Teachers will meet with parent and the counselor to discuss the challenges and the student will be assigned a time to meet with the counselor to work on building skills that will help him or her overcome those challenges. Time will be given to the student to allow them to learn and grow and progress will be monitored closely.

### **Step 2: Seek outside resources**

If work with the counselor has not yielded positive results, and the student's behavior continues to be a challenge to the Lower School community, the Lower School head, counselor, and school psychologist will meet with parents to recommend outside support with a qualified professional. The Lower School head, counselor, or school psychologist will follow up with the family. Again, time will be given to the student to allow them to learn and grow, and progress will be monitored closely.

### **Step 3: Recommendation of appropriate learning environment**

Should all possibilities with regard to intervention both in school and outside school be exhausted, and the child's behavior is injurious to the classroom and school community, the Lower School head, with consent from the headmaster, will counsel the family of the student in question to seek an environment more suitable to meeting their child's needs.

**Any one act of serious misbehavior or extreme misbehavior may cause suspension or require withdrawal from school.**

### **Uniform**

See the attached document for the Lower School boys' uniform code and the girls' uniform code.

## Personal Property

Lower School student may not use cell phones between the school hours of 7:30 a.m. and 3:30 p.m. and also during ESP. Cell phones must be kept in backpacks. Classroom and/or office phones are available for students to make calls. CD players, iPods, itouch, MP3 players, Gameboys, PSPs, PDAs and handheld gaming devices are not permitted at school at any time. Such items will be confiscated and may be retrieved from the Lower School office at the end of the school day.

## Miscellaneous

### Orientation of New Students

New students (only) and their parents are asked to attend this orientation session. Students are given name tags and room assignments. The children will be escorted to their classrooms to spend time meeting their teachers and learning about the school while parents meet in the multi-purpose room (MPR) for their orientation to the Lower School. **Students do not wear uniforms on this day.**

### Opening Day

Classes begin for all students. **NEW** students should wear their nametags (received at Orientation) for the first few days of school. Tabletop will be in session starting at 7:30 a.m. Students will be dismissed from Tabletop at 8:00 a.m. to go to their classroom. All student arriving after 8:00 a.m. may go directly to their classroom. The school day begins at 8:15 a.m. Teachers will be available to direct any students who need assistance to their new class assignments.

On opening day (with the exception of kindergarten), please do not park to bring your children into the school or come into the building to collect them at dismissal time. Numerous teachers will be serving as escorts. Parents should be prepared for slow moving traffic the first few mornings and should plan time accordingly. Kindergarten students will depart with their parent(s) following the tree planting ceremony on the first day of school.

### Lunch, Snacks, and Beverages

Lunches and milk may be ordered online from Graul's Market at [www.graulsmarket.com](http://www.graulsmarket.com) or brought from home. Please see the information from Graul's Market for specific procedures. Student who bring a lunch should bring a beverage

choice with their lunch. Sodas are not permitted. All students should bring a healthy morning snack. When students stay for ESP, they may wish to have a second snack.

### **Food Allergies**

All students with food allergies use the following guidelines:

1. THE STUDENT EATS NOTHING BUT WHAT COMES FROM HOME.
2. All food allergic students sit at the Special Foods area during lunch. Parents must provide lunches from home.
3. St. Paul's has a strict no sharing food policy.
4. Student with food allergies will eat snacks or treats provided only by their parents from their homes.
5. Snacks for both classroom and ESP will be provided by parents.
6. Parents will provide "special snacks" in a bag to be stored in the classroom for use during parties.
7. Students who experience an allergic reaction will be treated as outlined by their pediatrician in their individual treatment plan. 911 will be called if an EpiPen is administered.
8. Parents of all students who must receive EpiPens will provide two EpiPens for use at school. One will be kept in the classroom to be passed from teacher to teacher. This EpiPen will also be taken on field trips. The second EpiPen will be held as back-up in the Health Suite.
9. ESP will have EpiPens and Benadryl available in the event of an anaphylactic reaction.

### **Head Lice**

St. Paul's School has a nit free policy. If this condition is found at school, your child will be sent home to receive treatment. Contact your health care provider as soon as possible for diagnosis and treatment. Parents must bring their child to the health suite for a head lice/nit check upon their return to school, before being permitted to return to class.

Please notify the health suite if you discover your child has head lice while at home. After treatment at home, parents must bring their child to the health suite for head lice/nit check.

## **Birthday Parties**

Birthday party invitations may be distributed in school only if the whole class or grade is invited. Otherwise, invitations must be sent by mail.

## **Chapel**

Chapel is held for the entire Lower School on Tuesdays from 8:45—9:15 a.m. Parents are invited to attend services. The Lower School vestry will assist parents/visitors in finding seating. Student and faculty birthdays are recognized during the service for those that have birthdays that fall between that Tuesday through the following Monday. Please call the Chapel Office (410-821-3053 for the summer birthday schedule.

## **Parents' Night**

Parents' Night is held in September. A short meeting begins the evening in the multi-purpose room. Parents then visit their student's homeroom, literacy and math classrooms to learn about curriculum and classroom standards and procedures. **Conferences regarding individual students are not appropriate at this time.**

## **Halloween Parade/Parties**

Room parents will organize classroom parties for all students on Halloween, October 31. The Lower School will dismiss early on this day at 11:30 a.m. **There will be no lunch and ESP will NOT be in session.**

## **Parents' Visiting Days**

Parents may visit their children's classes during Parents' Visiting Days in November. See Lower School calendar for times.

## **Children's Holiday Bazaar**

The Lower School Children's Holiday Bazaar occurs in December. The Bazaar offers the children an opportunity to do their holiday shopping. Teachers and volunteers (parents, and grandparents who have attended Bazaar workshops) are available to assist, but the children make their own decisions about purchases. Money, approximately \$3-\$5 per gift for each person on the child's list, should be brought to school in a purse or wallet labeled with the student's name.

Student should also bring gift bags and tags to school and a shopping bag to carry gifts to carpool. Volunteers are available to help with gift wrapping. Fourth grade “big buddies” help younger students. Parents who have participated in Bazaar workshops are rewarded for their hard work by being “salespersons” on Bazaar day. This is a “free dress” day for students. Uniforms do not have to be worn. Clean, neat clothing in good repair is appropriate. Students, volunteers, faculty, and staff traditionally dress in holiday attire.

### **Library**

The fully automated Lower School library is open to students at all times during the school day. Each homeroom attends library class during a regularly scheduled time. Library books may be exchanged either during class or at other times during the day. Books are signed out for one week. After two weeks, if the book is not renewed, an overdue fine is charged. The charge is a can of food that will be donated to the Lunches for the Hungry program.

### **Book Fair**

The Lower School library sponsors a Book Fair each year. This fair provides opportunities for parents and children to purchase books and other materials. The proceeds are used to further enhance technological aspects of the library, and to add to classroom book collections.

### **Grandparents’ and Special Friends’ Day**

Grandparents and special friends are welcome to visit with student in their classrooms on this day. If grandparents are unavailable, student s are encouraged to invite a special friend. Special friends might include godparents, baby-sitters, nannies, aunts, uncles, cousins, or others. Due to limited space, each child is to have no more than four grandparents or special friends. Parents are not invited to visit in the classrooms on this busy day though they are welcome to visit on any other day and on Parents’ Visiting Days in November. Parent volunteers will guide visitors to the classrooms. **School will dismiss at 11:30 a.m. for the day. There will be no lunch nor ESP.**

### **Picnic Day**

Picnic Day is held in May. Students enjoy a special lunch and special activities such as a DJ. Students with food allergies **MUST** bring lunch from their home.

## **Fourth Grade Awards Program**

On the Friday before Closing Program, the Fourth Grade Awards Program is held in the Chapel. All are welcome at the event.

## **Field Day**

Each student is assigned to the Blue or the Gold Team. A Blue/Gold sheet will be sent home to new students in September and should be returned. All children in a family remain on the same team throughout their Lower School years. Various events are organized by the Physical Education Department and are used to determine the winner of the team competition. The emphasis is on team accomplishment rather than on individual performances.

## **Closing Program**

The Lower School Closing Program is a celebration for all students, though the fourth graders are especially honored. In addition to the awarding of their certificates, the Student Council President's reflections of the school year are presented as well as a musical program, in which each grade performs. All parents are invited and urged to attend. Uniforms are not worn to this event. Fourth grade boys wear blazers or jackets, ties and dress shoes, and fourth grade girls wear white dresses. All other student dress neatly. **School is over for the year at the conclusion of this program. Teachers are NOT on duty and the Extended School Program is NOT in session.**

## **Funding Classroom Activities**

St. Paul's School policy prohibits the collecting of money from students/ parents for class parties/activities.

## **Field Trips**

Excursions to enhance the curriculum or to broaden experiences of the students are arranged at each grade level. A **Field Trip Waiver/Release Form** (found online) is signed by parents of all new students and returned to the Lower School office.

## **Student Organizations**

Student Council—led by faculty advisors and elected fourth grade officers.

Student Vestry—Voluntary participation by fourth grade student too help support the spiritual life of the Lower School

Children's Choirs of St. Paul's – The Trichords and the Leading Tones

Crusie Cast--Student volunteers in all grades measure, research, and communicate the weather with the St. Paul's community

## **Lower School Prayers and Pledges**

### **Lower School Prayer**

O God, Give me clean hands, clean words, and clean thoughts. Help me to stand for the hard right again the easy wrong. Save me from habits that harm. Teach me to work as hard and play as fair in Thy sight along as if the whole world saw. Forgive me when I am unkind, and help me to forgive those who are unkind to me. Keep me ready to help others at some cost to myself. Send me chances to do some good every day, and so grow more like Thy son, our Savior, Jesus Christ. Amen

### **Birthday Prayer**

Watch over Thy children, O Lord, as their days increase. Bless them and guide them, wherever they may be, keeping them unspotted from the world. Strengthen them when they stand. Comfort them when discouraged or sorrowful. Raise them up if they fall. And in their hearts may Thy peace which passes understanding, abide all the days of their lives, through Jesus Christ, our Lord. Amen

### **Parents' Prayer**

Lord of life, we are grateful for the gift of parents, and especially for the parents of these birthday people. Help us give thanks for all the have given us and all they mean to us. And help us to always know their love and give them ours. Give them wisdom to be the parents we need. We pray through Jesus, who called children to him. Amen

### **Character Counts Pledge**

I pledge to be a kid for character. I will be worthy of trust. I will be respectful and responsible, doing what I must. I will always act with fairness. I will show that I care. I will be a good citizen, and always do my share.