



# **St. Paul Catholic High School**

**2015-2016  
Student Handbook**

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ST. PAUL CATHOLIC HIGH SCHOOL  
BRISTOL, CONNECTICUT

VISION

To be a truly great Catholic high school.

MISSION STATEMENT

Christ is the reason for St. Paul Catholic High School. Upon this foundation, young men and women from diverse backgrounds are challenged to be their personal best in academics, athletics, fine arts, and service to others, as they prepare for the rigors of college and lifelong learning. The St. Paul community is distinguished by the respect, care, and encouragement members give each other to achieve moments of greatness.

STATEMENT OF PHILOSOPHY

We believe that every individual is a unique creation of God and must be treated with the greatest respect. Adolescents learn best in an atmosphere of mutual respect where they feel safe, are nurtured, and have a sense of belonging. Therefore, the faculty and staff must serve as role models to students by living as committed Christians striving to teach as Jesus did. The Christian values learned both in the classroom and in co-curricular activities are critical to forming the whole person.

We believe that adolescents strive to meet the expectations of those responsible for them. Therefore, faculty and parents must work together to establish high expectations for students. We believe that adolescents must learn to take responsibility for their own lives as they prepare to be adult Christians. Self-discipline is the most effective form of discipline, so students are guided to respect themselves, others, and the learning process.

We believe that students are best served by a curriculum that emphasizes traditional core content, while providing opportunities for enrichment and exposure to rapid globalization. We believe that all individuals learn differently; therefore, it is essential for teachers to employ a variety of teaching strategies aided by state-of-the-art technology to respond effectively to each individual's learning style. Students appreciate learning through the efforts of enthusiastic teachers who love their subjects and who challenge their students to think critically and creatively. We believe that adolescents need intellectual, creative, physical, and service experiences so that they develop a lifelong commitment to personal growth and service to God and others.

CORE VALUES

**Faith** – Knowing, believing in, and living the teachings of Jesus Christ and the Catholic Church.

**Character** – Living our Christian values with confidence and conviction.

**Community** – Fostering a sense of belonging by creating a safe and nurturing environment.

**Excellence** – Achieving one's personal best and contributing to the success of our community.

**Service** – Giving of one's self to help and support others.

GENERAL INFORMATION

ENROLLMENT AND TUITION INFORMATION

Each spring, a letter is sent to all parents detailing the tuition for the coming year and the payment options available. Tuition and fees are due and payable on or before the dates specified in the Tuition Contract. Books and uniforms are not included in tuition and must be purchased separately by students. A student's account will be considered delinquent if payment is not made within 10 days of the due dates. A late fee of \$30 will be assessed for each late or missed payment. A finance charge of 1 percent will be charged on past due balances.

The tuition schedule for fiscal year 2015-2016 is as follows:

	First Child	Second Child	Third Child
Tuition	\$10,195	\$8,195	\$5,195

Additional

Out-of-town busing	\$865	\$615	\$615
Non parish assessment	\$ 250		
Re-registration Fee	\$ 200 (Family maximum of \$400)		

Returning international students' tuition: \$12,050 (which includes all fees, except out-of-town bus transportation and I-20 processing fees)

New International students' tuition: \$13,500 (which includes ELL courses and all fees, except out-of-town bus transportation and I-20 processing fees)

**Tuition contracts are due to the Finance Office by May 1, 2015. Students will not be allowed to begin school in the fall if the financial contract is not on file with the school.**

Tuition may be paid in full by July 1, 2015, directly to the school or paid monthly or quarterly through SMART. There is a nominal fee for the use of SMART.

The cost of traditional textbooks and/or e-books varies with course selections. A textbook list is available online at [www.spchs.com](http://www.spchs.com) or [www.spchs.bkstr.com](http://www.spchs.bkstr.com)

Out-of-town bus stops will be at regional locations and will be subject to change each year in order to best serve the needs of the school's population.

Parishes of Catholic students are assessed an educational fee. Non-Catholics and Catholics not registered in a parish are charged \$250 in addition to tuition. If the assessment is declined by the parish, then the \$250 parish assessment will be included in the tuition and fees invoice.

According to Archdiocesan policy, a student may not re-enter school in September unless all tuition charges for the previous year have been paid in full or a special payment plan has been approved by the chief administrator. **If tuition charges and fees have not been paid in full prior to the dates assigned for mid-term and final examinations, the examinations will not be graded, rendering the grades incomplete and no course credit will be given. Students who are not in compliance with the tuition policy at the time of graduation will be given an incomplete transcript. When full tuition payment is made, final grades will be recorded on the transcript.**

Students who are not current in their tuition payments may not be allowed to participate in overnight field trips.

### TUITION ASSISTANCE

#### **Families must re-apply for tuition assistance each year.**

Limited tuition assistance is available for students with a demonstrated financial need. Tuition assistance applications are due in mid-February. Distribution of tuition assistance awards will be made by the end of March. In addition, many parishes and community organizations assist St. Paul students in meeting tuition costs.

**To qualify for tuition assistance, students must be in good academic standing with a G.P.A. of at least 70, and have a record of good behavior.**

**Students with academic scholarships must maintain a G.P.A. of 85 or above and have a record of good behavior in order to renew the scholarship for the following year.**

### MORNING AND AFTERNOON PRAYER AND ANNOUNCEMENTS

Each school day begins and ends with prayer. Students may contact the deans to request prayers for special intentions. Students who wish to make an activity announcement should write it on an announcement form available in the Main Office, have it signed by the moderator of the activity, and bring it to Mr. Aliberti by 7:30 a.m. for the morning broadcast on Tuesday through Thursday and to the dean of academic life on Friday mornings.

### CAMPUS MINISTRY

St. Paul offers a variety of experiences to nurture and strengthen the students' awareness of themselves as members of the Body of Christ.

- *Worship* – School-wide celebration of Mass occurs monthly. Special services, such as a Day of Reconciliation, are offered periodically. Masses are planned in religion classes, and private prayer in the chapel is encouraged. Mass is celebrated every Thursday morning in the chapel at 7:15 a.m.
- *Retreats* – Students are required to attend a yearly retreat with their grade. The retreats are designed to speak to teens while enriching their relationship with God.
- *Service Learning* – Each student at St. Paul is expected to respond to the Christian call to service. Community service is required of every student and completion is mandatory for graduation. A minimum of 15 hours of community service each year is required for graduation from high school. Students must devote five hours of service to the St. Paul community (Falcon Hours) and five hours to the larger community (Faith in Action) in the spirit of social justice/corporal acts of mercy. The students have the flexibility to devote the remaining five hours as either Falcon Hours or Faith in Action hours. Students must submit a written proposal to their religion teacher and have the proposal approved before completing their service hours. Students will also complete a written assignment reflecting on their experiences once their hours are complete.

### STUDENT SERVICES

St. Paul's professional staff works to assist students in various areas. These areas include campus ministry, personal counseling, career/college/academic counseling, and drug and alcohol education.

Parents of students with IEPs or 504 plans should consult with the Guidance Office and the dean of academic life so that an

appropriate Catholic School Accommodation Plan can be discussed and agreed upon.

### ACCIDENTS AND INSURANCE

Injuries occurring on the school grounds or at school-related functions should be reported to the faculty member/coach in charge of the activity. The faculty member/coach will file an accident report with the administration. If a parent does not receive an insurance form, the parent should call an administrator.

### DRIVER'S INSURANCE DISCOUNTS

Some automobile insurance companies grant students reduced rates for good grades and participation in a Driver's Education Course. Forms provided by the insurance company for verification of good grades should be submitted to the student's school counselor.

### WORKING PAPERS

Students wishing to obtain working papers should be 16 years of age and follow this procedure:

1. Obtain a promise of employment slip from the employer.
2. Submit the above with proof of age, i.e., birth certificate, and bring it to the Main Office.

### LOCKS AND LOCKERS

Each student is assigned two lockers for use during the school year. Students are encouraged to keep their lockers locked at all times and use only the locker assigned to them. Lockers are the property of the school. Stickers and writing on locker doors are not permitted.

Students need to provide their own combination lock. All lock combinations must be reported to the student's homeroom teacher. Combinations should be kept confidential.

#### **The school is not responsible for lost or stolen items.**

Tampering with or damaging a student's locker or property will be called to the attention of an administrator and may be cause for suspension and/or expulsion.

**Authorized officials of St. Paul Catholic High School have the right to make periodic checks of the lockers for the general welfare of the school and students. School officials may search any locker at any time without probable cause.**

### LOST AND FOUND

All lost valuables should be reported and all valuable items found should be brought to the Main Office. Lost books and clothing may be found in the bin across from the Weight Room. Students are encouraged to put their names in their books, on calculators, etc. **The school does not accept responsibility for lost or stolen articles.**

### ADDRESS CHANGES

Students and parents who change their address, email address or phone number should notify the Main Office as soon as possible, so that a correct database can be maintained by the school.

### TRANSFERS

Requests for a student's transfer to a new school must be made in writing by parents and will become part of the student's file. It will be the responsibility of the family to contact the new

school. Records will not be released until a withdrawal form has been completed, all fees are paid, and an exit interview has been conducted with the president.

### HANDICAPPED ACCESS

St. Paul Catholic High School, recognizing that some areas in schools are inaccessible to disabled individuals, adopts the following policy:

All meetings, conferences, programs, and activities at St. Paul Catholic High School are available without discrimination to disabled individuals as defined by the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act.

Whenever a disabled individual wishes to attend or participate in a meeting, conference, program, or activity which is inaccessible, that meeting, conference, program, or activity will be relocated to an accessible area. This will be accomplished in this way:

The meeting room of the individual will be maintained on the floor that is accessible to the handicapped person. Library materials will be brought to the individual. If access to the cafeteria and gymnasium is necessary, provision will be made to transport the handicapped person to those areas by car or wheelchair.

Forty-eight hour notice of the need for relocation to accommodate a disabled individual should be made to the administration. The administration will be responsible for implementing this policy by relocating the program.

### DUE PROCESS

In the event a student or parent/guardian has a concern, it should be addressed through the following process:

1. Faculty member
2. A dean
3. President

## ACADEMIC INFORMATION

### ACADEMIC PHILOSOPHY

St. Paul Catholic High School recognizes the essential value and use of knowledge in today's world. Students must, therefore, accept their responsibility to pursue knowledge both in the classroom and through home study.

Students need to work to the best of their abilities and have an obligation to fully develop their given skills and talents. They must also respect the rights of all students to learn and should allow learning to take place in an atmosphere free from disruption.

### GRADING SYSTEM

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60
X	Exempt
W	Withdrawal
WF	Withdrawal/Failure

I Incomplete - Given for excused extended medical absence or when a student fails to submit a major assignment in a particular course. Work must be completely made up before an incomplete is removed from a student's report card/transcript and credit can be awarded for that course.

AUD Audit – If the school agrees to allow a student to audit a course, the student will be responsible for meeting the same academic expectations and attendance requirements as the other students in the course, but will not receive course credit.

In addition to formal grades, evaluation of academic performance will be indicated by individual teacher comments on a student's report card.

### GRADE CALCULATION

*Full Year Course* - Each quarter's grade is 20 percent of the student's final grade; mid-term and final examination grades are each 10 percent of the student's final grade.

*Semester Course* - Each quarter's grade is 40 percent of the student's final grade and the final examination grade is 20 percent of the student's final grade.

### ACADEMIC PROBATION

A major part of St. Paul Catholic High School's mission is to promote high standards for academic excellence. Therefore, the following academic probation policy has been established:

A student who is failing more than one subject or whose quarter average is below 70 should spend one's time improving academic performance and seeking help, rather than being involved in school sports and other extracurricular activities.

Immediately following the issuance of report cards at the end of each quarter, the dean of academic life will notify parents in writing if their child has been placed on academic probation. Students on academic probation will not be allowed to participate in sports or attend club meetings including practices for sports teams and rehearsals for upcoming performances. Students will be suspended from holding class or club offices. **Students who violate the academic probation policy are liable to be removed from the given program/sports team for the remainder of the school year.**

The student will be removed from Academic Probation and all privileges will be reinstated at the time of the **NEXT REPORT CARD** as long as the student has no more than one failing grade and has a 70 or higher quarter average.

At the midpoint in the quarter a student may appeal the sanction of academic probation to the dean of academic life on the condition that all grades have improved markedly, all homework has been completed thoroughly and on time, and behavior (reviewed by the dean of student life) is good. If the dean of academic life decides in the student's favor, he/she must continue to perform academically at the improved level. Should this not continue to be the case, academic probation will be reinstated immediately at the discretion of the dean of academic life.

A student who is failing more than one subject for the fourth quarter or whose fourth quarter average is below a 70 will be considered academically ineligible for the first quarter of the next school year. **A student who fails to complete their**

**required service hours by June 30, 2016, will be placed on permanent academic probation until the student has successfully caught up on all overdue service hours. At that time, the student will be removed from academic probation.**

At the end of the year, students with failures in courses totaling 3 or more credits may not be allowed to return to St. Paul.

### HONOR ROLL

Any student with a current INCOMPLETE or has received a FAILURE will not be eligible for the Honor Roll for the quarter.

First Honors with Distinction	Average 95 - No grade below 87
First Honors	Average 90 - No grade below 85
Second Honors	Average 85 - No grade below 80

### REQUIREMENT FOR PROMOTION AND GRADUATION

Required courses must be taken during specific years and successfully completed before promotion and graduation will be granted. To be promoted with his/her class, a student must have acquired the following number of credits (including required courses) for the academic year:

Promotion to sophomore year	6
Promotion to junior year	13
Promotion to senior year	20
Graduation	27

Prerequisites must be completed before moving on to the next course level. (I.e. Courses may not be taken out of sequence, for ex. English I precedes English II, etc.)

During each semester students must carry a minimum of 7 academic courses regardless of previous credits earned. Seniors in good academic standing and who have at least 21 credits may carry 6.5 credits.

In order to graduate with their class or participate in graduation ceremonies, students must earn at least 6 credits in their senior year, including one in religion and one in English.

In order to receive credit for a course, a student must take the semester examinations. **Seniors are exempt from final exams if they have an average of 90 or better in the course and have completed their required service hours for graduation by the time of their second semester final exams.**

Students who transfer to St. Paul must meet the requirements of that year and each subsequent year as listed in the Curriculum Guide.

No more than two failed courses may be made up in a summer school program. When a student passes the summer school course(s), the grade on the student's transcript will be changed to a passing grade of 60, the minimum grade allowed in the grading system. A summer school program is only intended for credit recovery and cannot be substituted for a full year or semester course. **Summer school instruction for make-up credit will consist of no less than 30 hours per course.**

### GRADUATION REQUIREMENTS

The State of Connecticut, the Archdiocese of Hartford, and St. Paul Catholic High School have established specific requirements for graduation. Twenty-seven credits are required for graduation. These must include the following:

4 credits in religion  
4 credits in English

4 credits in mathematics  
3 credits in science (2 credits for Class of 2016)  
3 credits in social studies  
2 credits in a world language  
1.5 credits in unified arts  
1 credit in physical education  
0.5 credit in health

A minimum of fifteen (15) hours of community service per year is also required for graduation from high school.

### ACADEMIC STANDARDS FOR STUDENTS

Students will receive course expectations from their teachers for every class. These expectations will state the standards set forth for each course, such as:

#### Preparation for Class

Students will come to class daily with the materials required by the course expectations, which include but are not limited to the text/e-text, notebook, and pen or pencil.

#### Homework Requirements

Homework must be submitted on time--late homework will not be accepted. It will be neat, thorough, legible, and fulfill the expectations of the teacher. Approximately one-half hour per subject can be expected.

#### Research Papers/Writing Assignments

All research papers will be typed in MLA format. Every student is expected to become familiar with and use the multimedia resources available within the school. **All major writing assignments will be uploaded to Turnitin.com by the student.**

#### Class Environment

Students are expected to demonstrate respect toward teachers and fellow students and to contribute toward creating an educational environment conducive to an open exchange of ideas.

#### Assessment

Students will be required to demonstrate mastery of course objectives. All written work will be in proper order, exhibiting good grammar, spelling, and punctuation.

### LATE POLICY FOR MAJOR ASSIGNMENTS

- 10 percent off for each school day that it is past due date. (An absence following the due date counts as a day as well.)
- Assignment may be handed in before the end of the day on the due date for full credit.
- Exceptions to this policy may be made at the discretion of the dean of academic life.

### POLICY FOR MAKE-UP TESTS AND QUIZZES

- Students who are absent the day before an announced quiz or test, are not required to take that quiz or test the day they return from absence.
- Tests and quizzes missed due to an absence at the time of the administration of the quiz or test, should be made up within one week of student's return to school. At the discretion of the teacher a longer make-up period may be allowed.
- Students must approach their teacher to discuss a convenient time to make-up missed tests and quizzes.

**In cases of extenuating circumstances, additional time for the make-up of major assignments, tests or quizzes may be granted at the discretion of the dean of academic life.**

### **DEFICIENCY REPORTS**

Deficiency reports will be sent to parents of students who have a grade below 60 midway through each quarter. Parents are urged to contact teachers immediately upon receiving such notices.

### **STUDY HALL**

All students are assigned to the cafeteria during their study hall period. Individual student requests may be made to the dean of academic life to have a student's study hall assigned to the library/media center. Freshmen, sophomores and juniors who receive two deficiencies may be rescheduled into a structured study hall setting at the discretion of the dean of academic life. If a student wishes to go to the library/media center or the Guidance Office during their study hall period, they should go immediately to that location during passing time. If a student wishes to meet with a teacher during their study hall period, that meeting should be prearranged with the teacher and the student should go immediately to meet with that teacher during passing time.

### **GUIDANCE DEPARTMENT**

The Guidance Department provides academic, career, and individual counseling. The school counselors strive to meet the needs of the whole person--intellectual, social, academic, and spiritual. An academic roadmap for each student is developed in conjunction with their school counselor. A major focus for the department is the academic support of each student and the planning and preparation of the student's post-high school experience.

### **PLUS PORTALS**

Plus Portals should be utilized by all parents and students to remain updated on the student's academic performance. Mobile apps are available on the iOS and Android platforms. If a parent does not have access to the Internet, the Guidance Department should be contacted.

### **HOMEBOUND INSTRUCTION**

When a student has been absent for more than fifteen (15) consecutive school days (or when it is known in advance that the absences will exceed that time because of physical or emotional disability), he/she is eligible for homebound instruction as provided by the Department of Special Education Services in the student's town of residence. Parents of students so described should contact the Guidance Office.

### **TUTORIAL PROGRAM**

Students needing academic help should see their school counselor. Teachers are available before and after school to work with students who are struggling academically. In addition, students who are in the National Honor Society contribute valuable tutorial service which can be arranged through the Guidance Department.

### **SCHEDULE CHANGES**

Course changes will be made at the end of the school year for students who have a schedule conflict or for students who do not attain a passing grade in their final average and/or do not meet the prerequisites for advancement. Course change requests must be reviewed and approved by the student's counselor, teacher, parent(s), and the dean of academic life. **All course selections are considered final as of August 31. Any changes after August 31 initiated by students or parents will require a \$100**

**per course change fee, unless the change is recommended by the student's current teacher, school counselor, or the dean of academic life.**

Parents who insist on a level change against the school's recommendation must complete and sign a course override form. All level changes are subject to space availability. When a student changes a level in a course during the school year, the grades in one level of the course will follow to the new level of the course.

Withdrawal from a course will be considered by the student's counselor, the dean of academic life, and parent(s). If a withdrawal is necessary, it will be recorded on the student's transcript as W – (Withdrawal/Passing) or WF – (Withdrawal/Failing) based on the student's final average at the time of withdrawal. No credit will be given for a course once a student withdraws.

## **ACCEPTUABLE USE POLICY FOR SCHOOL-OWNED ELECTRONIC DEVICES**

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the said equipment.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

Students agree to follow the rules while using St. Paul Catholic High School's computers/equipment:

1. Do not use the computer resources for non-academic purposes. Keep the computer work area clean and do not eat or drink in the computer lab.
2. Do not make unauthorized copies of software, nor give, lend, or sell copies of software to others.
3. Do not copy, change, read, or use files from another user without prior permission from that user. Do not attempt under any circumstances or for any reasons to gain access to a student or teacher's school or third-party personal account.
4. Do not bring in, allow access to, or distribute materials or website links that may contain viruses. Any attempt to hack either the school's network or wireless network security will be considered a serious breach of student behavior with significant disciplinary consequences as a result.
5. Do not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in communications. Do not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. Do not harass or bully other individuals. Do not use the school's systems to spread falsehoods or defamatory statements.
6. Promptly disclose to the teacher or other school official any messages received or viewed which are inappropriate.

7. Do not use the school's computer system or electronic resources to engage in any illegal act.
8. After prior notice has been given, student files may be deleted from the system to protect the integrity of the network or because of space limitations on the network server.
9. Do not use social media for personal use when using St. Paul Catholic High School's computers or network.
10. Do not reveal personal information, home address, or personal phone number or those of students, teachers, or other staff members.
11. It is understood that students have no expectation of privacy in their use of school computers. School officials may search and examine student use of school computers at any time, and without notice.
12. Parents must realize that their child may encounter material on the Internet that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
13. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The school administration will deem what is inappropriate use, and their decision is final.

Any student interested in bringing their own electronic device to school to enhance their learning experience must meet with the dean of academic life and complete a Student Use of Personal Technology Agreement form prior to bringing their device to school for the first time. Students may also obtain permission to receive access to the school's wireless network to use with their device.

**If the administration becomes aware of Internet postings which reflect negatively on the school or its students and teachers, which includes cyber bullying, sexting, etc., the school reserves the right to take appropriate action.**

### ACCEPTUABLE USE POLICY FOR STUDENT-OWNED iPADS

Students agree to follow the rules while using their iPad at St. Paul Catholic High School:

1. The student takes full responsibility for his or her iPad and keeps it with him/her at all times. The school is not responsible for the security of the iPad.
2. The student is responsible for the proper care of his/her iPad, including any costs of repair, replacement or any modifications needed to use the iPad at school.
3. The school reserves the right to inspect a student's iPad if there is reason to believe that the student has violated school policies as outlined in the Student Handbook.
4. Violations of any school policies involving a student's iPad will result in disciplinary action.

5. The student must comply with any teacher's request to shut down an iPad when instructed.
6. Any iPad shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
7. At no time are students allowed to make audio recordings of individuals in the St. Paul community whether it be students, faculty or staff.
8. The student may not use their iPad to record video or take photographs of a person or persons at school without the permission of everyone in the photo/video.
9. Images or video recorded at school cannot be transmitted or posted at any time without the express permission of the school administration.
10. During school hours, the student should only use their iPad for classroom related activities. If a student is observed in a program/application other than one approved for the course, the student will be referred to the dean of student life for disciplinary action.
10. The use of 3G or 4G wireless connections is not allowed.
11. Students may only access the Internet through St. Paul's wireless network (SPCHS iPads) during the school day.
12. Students may not attempt to send, access, upload, download, or distribute offensive, profane, threatening, harassing, obscene or sexually explicit materials using their iPad.
13. Students may not use their iPads during study hall for games, recreationally web browsing, watching videos for non-academic purposes, listening to music, etc.
14. Any teacher reserves the right to inquire what a student is working on with their iPad to include asking a student to show the teacher what programs are running on the iPad. Refusal to do so will result in immediate referral to the dean of student life.

### ACADEMIC INTEGRITY

A lack of academic integrity is a very serious issue and is completely inconsistent with Gospel Truths and St. Paul Catholic High School's core values of character and excellence. Any form of academic dishonesty, regardless of the level of dishonesty, will not be tolerated. Students are expected to understand what constitutes plagiarism/cheating, **ignorance is not a viable excuse**. If a student has a question about whether their actions could constitute academic dishonesty, they should consult a teacher or one of the deans. Offenses of academic dishonesty are cumulative over a student's high school career. **A student's disciplinary record with regards to academic dishonesty is carried over from school to school year.**

Any of the following will be classified as cheating/plagiarism:

- Copying another student's homework completely or in part.
- Knowingly allowing another student to copy your homework.
- Plagiarizing all or part of an outside source (including failure to cite direct quotes and/or use parenthetical citations and/or failure to provide a complete list of sources cited). Plagiarism is not measured in degrees; any level of plagiarism is considered academic dishonesty and will be treated as such.
- Turning in work that is, in whole or in part, the work of another student or another person.
- Writing/producing work for another student to claim as their own.

- Cheating in any form on a quiz or test including looking at another student's paper regardless of the reason. Possession of information in any form that indicates an attempt to cheat, even if the student claims not to have used the information, may still be deemed as cheating.
- Anyone caught with an electronic device during a quiz or test without the expressed permission of the teacher will be assumed to be cheating.
- Providing another student with information/answers that **could enable** a student to cheat.
- Working with another student on an assignment when not specifically instructed to do so by the teacher. In such cases, the teacher will determine, in consultation with the dean of student life, if cheating has occurred.

It is important that all students understand the nature of the discipline to be imposed for any incident of academic dishonesty. The following is the set of disciplinary measures to be taken on incidents of cheating:

#### **Cheating on Homework, Class Work or Lab Reports**

- 1<sup>st</sup> offense - Zero for the grade for all parties involved and parental notification
- 2<sup>nd</sup> offense - Zero for the grade for all parties involved, parental notification and one-day suspension for all parties
- 3<sup>rd</sup> offense - Zero for grade and potential expulsion.

#### **Cheating on Tests, Quizzes, and Projects**

- 1<sup>st</sup> offense - Zero to all parties involved, parental phone call and one-day suspension
- 2<sup>nd</sup> offense - Zero to all parties involved and a two-day suspension or potential expulsion.

#### **Plagiarism**

The seriousness of the punishment for each offense of plagiarism varies between underclassmen and upperclassmen.

##### Grades 9 and 10

- 1<sup>st</sup> offense - Conference with teacher, parental notification for all parties, assignment redone and resubmitted.
- 2<sup>nd</sup> offense – Zero on assignment, one-day suspension, parental notification.
- 3<sup>rd</sup> offense - Potential expulsion.

##### Grades 11 and 12

- 1<sup>st</sup> offense - Zero on assignment, one-day suspension, parental notification for all parties.
- 2<sup>nd</sup> offense – Potential expulsion.

Any students who are class officers, NHS members, CLASI, leaders of sports teams or clubs may be subject to the discipline imposed by that organization's rules and regulations regarding academic dishonesty in addition to the penalties listed above.

### **NATIONAL HONOR SOCIETY**

The Saint John XXIII Chapter of the National Honor Society is an important service and leadership organization in the school. Students receive the honor of induction if they have demonstrated the qualities of scholarship, character, leadership, and service throughout their high school careers. Therefore,

students are encouraged to strive for this honor beginning on their first day at St. Paul.

Those students who have a weighted career average of 90.00 or higher at the end of the first semester of their sophomore, junior, or senior year are academically eligible for induction in that year. Eligible students will be required to complete an evaluation packet. The packet materials include three essays in which the student describes the ways in which he or she has demonstrated the qualities of character, leadership, and service. Also, requested in the packet are two character references; one should be completed and submitted by a faculty member and one by a responsible adult outside of the school staff.

The names of students who have returned a completed evaluation packet will appear on a confidential memo polling the faculty. The faculty will rate each academically eligible student on character, leadership, and service. Faculty members who give students ratings that might influence the Council to withhold the honor of induction will be required to write a brief statement of explanation of that rating. The adviser will also distribute a list of academically eligible students to moderators asking them to note any students who are involved in their activity and to note any particularly significant positive or negative aspects of that student's participation. Clearly, because the honor of induction is granted by the school, the school feels strongly that some service must be done in the school. Conversely, students whose service outside the school is so outstanding that members of our community are aware of it and it thus is a positive influence in our community may receive the honor of induction.

The results of the faculty poll, moderators' reactions, the evaluation packet, and personal interview will be reviewed by the five member Faculty Council of the National Honor Society. The Council will then select those students who will be tapped for induction.

Members must maintain the standards for induction, participate in Chapter activities, and observe the NHS Constitution and the Chapter Bylaws. Copies of these documents are posted on the St. Paul website. Members failing to meet these obligations are liable for dismissal. Any member who fails to maintain the standards which are the basis of his or her membership shall be promptly warned. After the warning, if the member fails to meet the standards used as the basis for his or her membership, his or her case will go before the Faculty Council. The Council may impose conditions for probation or dismiss the member. The president and deans are the only avenue of appeal to decisions of the Council. Once a member is dismissed, he or she is never again eligible for membership in the National Honor Society.

### **REGULATIONS**

#### **SCHOOL OPENING**

The school opens at 7:00 a.m. each morning. Once students arrive at school, they should go immediately into the school building. Students should not congregate in the parking lot, in parked cars or on St. Gregory Parish property. St. Gregory property is off limits before, during, and after school. **During school hours, students may not leave the building without permission from an administrator.**

Students should be at Monday morning assembly in the auditorium or in homeroom by 7:45 a.m. Students entering after 7:45 a.m. are considered late and must immediately proceed to the Main Office for a late pass.

After 7:45 a.m. all school doors will be locked and all students and visitors must enter through the front entrance. During the school day, students are not allowed to open doors for anyone, including students or adults they may be familiar with.

### EARLY DISMISSAL

Seniors who do not have a last period class may leave campus with parental permission. The permission form, located on the school website, must be returned to the Main Office on or before the first Friday of the school year. Early dismissal is suspended on Assembly II days. Once a senior leaves campus, they may not return until 2:12.

### AFTER-SCHOOL POLICY

The school does not bear supervisory responsibility after 4 p.m. All students waiting for rides or for sports programs must remain in the cafeteria where supervision is provided. All car pick up will be in the rear parking lot at the cafeteria entrance.

### HOMEROOM

Homeroom is a quiet period where school business is transacted. Students should not leave homeroom (except on Fridays) and without permission of the homeroom teacher – **and not before the school-wide prayer is complete, attendance is taken, and announcements are completed.**

### SCHOOL ATTENDANCE

Regular attendance is a necessity for achievement in school. Excessive absence, indicating a lack of interest and application, is a hindrance to the learning process and will not be tolerated. Personal illness or emergency in the immediate family are acceptable reasons for absence, but St. Paul does not distinguish between an excused or unexcused absence for the purposes of official school attendance.

**If a student is absent, they are prohibited from attending/participating any school activities without an administrator's permission.**

**To be recorded as present for a school day and eligible for attendance at or participation in school activities, a student must attend four full academic class sessions. These classes do not include a study hall period.**

Each time a student is absent from school, a parent must notify the Main Office between 7:00 a.m. and 9:00 a.m. to explain the nature of the student's absence.

Parents are asked not to make medical or other appointments during school hours. However, if scheduling is unavoidable, **written requests signed by a parent for either early dismissal or future absence must be submitted to the Main Office before school.**

Older brothers and sisters will not be excused from classes to drive younger brothers and sisters for early dismissal. When an early dismissal occurs, students should be picked up in front of the school building after signing out in the Main Office.

### EXCESSIVE ABSENCE

A letter to parents will be sent by the dean of academic life after the 15<sup>th</sup> day of unexcused absence from school.

After the 20<sup>th</sup> day of unexcused absence:

1. The student's case will be reviewed by the dean of academic life.

2. Parent and student will have an opportunity to meet with the dean of academic life concerning the student's attendance record.
3. The dean of academic life will make the final determination concerning the granting or loss of academic credit.

### TARDINESS TO SCHOOL

Students entering homeroom after 7:45 a.m. are considered late and must report to the Main Office for a late pass. Lateness due to oversleeping, transportation problems, etc., is not acceptable. Tardiness is only excused by a doctor's note on doctor's letterhead or at the discretion of the dean of student life.

Students may be tardy twice in a month without penalty. On the third unexcused tardy in the month, the student will receive a detention. On the fourth tardy in the month, the parents will be notified by e-mail or phone call, and the student will receive a Saturday detention. Subsequent unexcused tardy violations in a month may result in suspension.

Students who are late to class are liable to receive detention from the classroom teacher.

### FAMILY VACATIONS

Absences due to family vacations are discouraged. Tests, quizzes and assignments which are missed must be made up within a week of returning to school. An extension may be granted at the discretion of the dean of academic life.

### STORM DAYS

In case of heavy snowstorms, hurricane warnings, etc., St. Paul Catholic High School will follow the decision of the Bristol Board of Education. Such decisions will be announced on television stations WFSB, WVIT, WTNH, and WTIC and individual families will be notified directly by phone by St. Paul through our Voice Reach system.

### FUNERALS

The school encourages students to give Christian support to bereaved friends and relatives by attendance at the wake, prayers, and if appropriate, the funeral. The school reserves the right to determine the number of students who will be excused from classes for this purpose.

A student who wishes to attend a funeral for someone other than his/her immediate family must submit a written request to the administration from his/her parents on the day before the funeral. It is a parent's responsibility to provide transportation to and from the funeral.

When students, representing the school, attend a funeral, they must follow the school dress code.

### VISITORS

If students wish to invite a visitor to St. Paul, they must obtain a visitor's pass with a written parental request from the dean of student life. All visitors should abide by the rules and regulations of the school, including acceptable attire. St. Paul students are expected to make this policy clear to their guests. Visitors should be introduced to each teacher by the St. Paul host before class begins.

### TRANSPORTATION

Students attending St. Paul from Bristol and Forestville are eligible for school bus transportation if they live an appropriate distance from the school as determined by the Bristol Board of

Education. The schedule for Bristol buses is published in the *Bristol Press* and at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us) in mid-August. Bus service is available at an additional cost to parents from other towns.

All St. Paul school rules apply on buses to and from St. Paul Catholic High School. Smoking, insubordination, vandalism, or any other inappropriate behavior may result in the loss of bus privileges and/or other disciplinary action, including suspension or expulsion from the school. In the event that a student is dismissed from the bus by the bus company or the school, no refund will be made.

### **LIBRARY/MEDIA CENTER**

The Library/Media Center is open from 7:15 a.m. until 3:00 p.m. on Monday-Thursday and from 7:15 a.m. until 2:15 p.m. on Fridays. It is a place for students and faculty to study, use library materials and equipment, and for reference and research.

If a student's conduct is unsatisfactory, the librarian will refer the student to the dean of student life. After a period of two weeks, a fine of ten cents a day will be charged for each book that is overdue. A copy machine is available for use by students at a charge of 10 cents per page. Students will be charged for any books that are not returned at the end of the year.

### **MEDIA**

Students may not represent the school in newspapers, television, the Internet, on radio programs, or at public appearances without the approval of the president.

### **ASSEMBLIES**

Students will proceed to the auditorium or gym in an orderly fashion. When an assembly begins, courtesy and respectful attention is expected. Students must sit in assigned areas.

### **SEATING FOR ASSEMBLIES IN THE AUDITORIUM**

Center section  
Seniors (front)  
Juniors (behind seniors)  
Left section facing the stage  
Sophomores  
Right section facing the stage  
Freshmen

## **EMERGENCY PROCEDURES**

### **FIRE DRILLS**

Immediately upon the signal, students should file out in an orderly, quiet fashion without running. It is important that students note the directions posted in each room for leaving the building. The last students leaving the room should close the classroom windows and doors. Students should remain with their teachers who will take attendance during the fire drill; they should not stand in between cars or in the driveways.

From the first sound of the signal, quiet is to be observed during the fire drill. At no time should students be using electronic devices without the approval of a teacher or administrator.

### **FIRE ESCAPE WINDOWS**

Each room (or series of connecting rooms) has a fire escape, emergency and ventilation window. When opened, the window will fall out to the side of the building. **FIRE WINDOWS SHOULD BE OPENED ONLY IN CASE OF EMERGENCY.**

## **LOCK DOWNS**

### **External Lockdown**

#### **Procedures**

1. Announcement from the office will be repeated three times. "This is an External Lockdown."
2. Any student not in a classroom should return to their assigned classroom immediately.
3. Close and lock exterior windows. Blinds remain open.
4. No students or teachers are to leave the classroom. No passes.
5. Do not use the telephone, radio, cell phone, television or Internet.
6. Disregard all bells.
7. Wait for further instructions from the administration.

### **Internal Lockdown**

#### **Procedures**

1. Announcement from the office will be repeated three times. "This is an Internal Lockdown." The intruder's location will be disclosed as part of the announcement.
2. Any student not in a classroom should move to the nearest unlocked room or bathroom immediately.
3. Do not open classroom doors. Close and lock exterior windows. Blinds remain open.
4. Classroom lights are to be turned off. Pile desks in front of classroom doors and position students against the interior classroom wall.
5. No students or teachers are to leave the classroom. No passes.
6. Do not use the telephone, radio, cell phone, television or Internet.
7. Disregard all bells.
8. Wait for further instructions from the administration or emergency personnel.

### **PROCEDURES FOR NON-CLASSROOM AREAS**

Cafeteria – Depending on the location of the intruder, students will either move to the gym and follow further directions or evacuate the building, preferably through the center stair case.

Gym – Students will follow further directions.

Library – Doors will be locked. Students will move to the computer room in the library area or the interior wall of the library.

Hallways – Students will move to the nearest bathroom.

Bathrooms – Students will remain in the bathroom.

Auditorium – Students will move to the music room.

## **ST. PAUL STUDENT UNIFORM**

St. Paul Catholic High School's uniform is designed to reinforce neatness and conformity, which are both necessary for a successful educational environment. Students who are improperly attired will be sent home to change, or their parent/guardian will be called to bring them a change of clothes. A student's appearance should show a sense of pride at all times. **Students who frequently need to be reminded about dress code violations (i.e. tucking in of shirts, inappropriate shoes, etc.) will be liable to lose alternative dress privileges.**

### **Boys Uniform**

- Uniform pants, khaki color, flat or pleated front, purchased from Dennis Uniforms (Dennis label on pants) or Lands' End School Catalog (SP embroidered on pants).
- Solid brown or black leather dress belt.
- White or pastel blue button-down oxford shirt in short- or long-sleeve style, purchased from Dennis Uniforms or Lands' End School Catalog, with "SP" emblem must be worn. Shirrtails must be tucked in. Shirts must be buttoned down and buttoned at the collar with a conservative dress tie of regular length tied at the neck.
- Only white short-sleeve tee shirts under the oxford shirts, without slogans or advertisements.
- White or navy short- or long-sleeve polo from Dennis Uniforms or Lands' End School Catalog, with SP interlocking logo. Polo shirt must be tucked in.
- Dress shoes, such as loafers, oxfords, boat shoes, or suede bucks are permitted. Solid black athletic shoes below the ankle are permitted. No boots or moccasins.
- Socks must be worn. Socks must match.
- Navy blue or crimson/burgundy v-neck sweater or sweater vest with St. Paul emblem from Dennis Uniforms or Lands' End is optional. The Dennis navy fleece jacket is an additional option. An oxford shirt and tie or polo shirt must be worn underneath.
- A navy blue blazer is optional.

### **Girls Uniform**

- Uniform pants, khaki color, flat or pleated front pants purchased from Dennis Uniforms (Dennis label on pants) or Lands' End School Catalog (SP embroidered on pants).
- Solid brown or black leather dress belt required for pants.
- Women's Lands' End School at-the-knee-length chino skort or women's pleated skort from Dennis Uniforms in navy or khaki must be worn at the top of the knee.
- White or navy banded short- or long-sleeve polo shirt with interlocking SP logo purchased from Dennis Uniforms.
- Dress shoes, boat shoes, clogs, canvas flats, or canvas lace-up oxfords. No open-toed sandals. Maximum of 2" heel on shoes. No moccasins or boots. No shoes with fleece or fur. Solid black athletic shoes below the ankle are permitted.
- Pantyhose, tights, knee socks or ankle socks must be worn. Socks must match.
- Navy blue or crimson/burgundy v-neck sweater, cardigan or sweater vest with St. Paul emblem from Dennis Uniforms or Lands' End School Catalog is optional. The Dennis navy fleece jacket is an additional option. The polo shirt must be worn underneath.

### **ALTERNATE DRESS ATTIRE**

Students are expected to dress and groom themselves for the business of school so as to neither distract other students nor disrupt the education process, nor violate existing law. Clothing that is judged to be too revealing, offensive, or inappropriate is not allowed.

- No torn or ripped jeans.
- No t-shirts with references to alcohol, drugs, sex, or race will be allowed.
- No sleeveless tops, tank tops, midriff tops or low-cut tops
- No sandals or flip-flops
- **No shorts that are shorter than Bermuda length.**
- **No skirts that are shorter than top of the knee.**
- No leggings

- No pajamas.
- **No yoga pants.**
- No wallet chains.

**Students wearing alternate dress when ineligible will be issued Saturday detention or lose further alternative dress privileges.**

### **SENIOR PRIVILEGES – MODIFIED DRESS**

**(Beginning after April vacation for those who have achieved a 95 percent on-time to school rate and have completed all service hour requirements for graduation)**

- Solid white, blue, or navy golf shirt.
- Khaki or navy Bermuda shorts.
- Sneakers are permitted.

### **DRESS AND APPEARANCE**

The student's appearance is primarily the responsibility of the individual and his/her parents and should fall within generally accepted definitions of neatness and cleanliness. School uniform should be clean, not torn, and of the appropriate size. Students will dress in a manner that provides no distraction from the learning process.

### **ADDITIONAL DRESS REGULATIONS**

- Boys must be clean shaven.
- Boys' hair may not be longer than top of shirt collar. Sideburns may not be lower than the earlobe.
- No earrings for boys.
- No gauges.
- No head covering.
- No facial piercing--nose, eye, lip, and tongue.
- Tattoos are not allowed; therefore, they must be completely covered at all times.
- Hair color must not be dyed to unnatural bold colors and must be worn in a neat, orderly fashion.
- No designs should be shaved into the hair.
- Clothing worn to extra-curricular activities must be free from promotion of or reference to drugs, alcohol and tobacco, offensive slogans, names or titles which are defamatory toward a person(s), group(s), school(s) or other organization.
- If a student has a broken leg, uniform pants may not be expected, but a school uniform shirt must be worn. If a student has an injured arm, a uniform shirt may not be expected, but uniform pants, socks and shoes must be worn.
- Students with injuries that require them to wear anything other than uniform dress shoes must have a doctor's note stating the specific injury and the duration of the rehabilitation.

Any member of the staff will report a student who is not in compliance with the dress code. The administration reserves the right to determine violations as they occur, whether or not stated explicitly in the Student Handbook.

### **TEAM AND CLUB ATTIRE**

Athletes and cheerleaders may wear their game jerseys or team sweatshirt (all members of the team must agree on which) on game day during their sports season. Other groups must seek permission from the dean of student life to wear applicable attire at certain times.

## **DISCIPLINE POLICY**

### **TOBACCO/DRUGS/ALCOHOL**

**The use or possession of tobacco, drugs, drug paraphernalia, vape pens, or alcohol are prohibited and are grounds for immediate expulsion.** If a student refuses a reasonable search, he/she will be suspended, as this will be taken as an admission of guilt.

Drug testing may be required where there is probable cause. St. Paul may contact the police for situations involving illegal activities.

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises or off school premises at a school-related activity, function, or event.

A “prohibited substance” includes:

1. Any controlled substance or illegal or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
  3. Any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation;
  4. Any other intoxicant or mood-changing, mind-altering, or behavior altering drug; and
  5. Any prescription drugs used in amounts or purposes not contemplated by the prescription.
  6. The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy.
- Students who violate this policy shall be subject to disciplinary action, including expulsion.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

### **GAMBLING AND CARD PLAYING**

Gambling and playing of card games are not permitted at any time on school property.

### **CLASSROOM BEHAVIOR**

Students should enter the classroom and be seated promptly. If, after five minutes the teacher has not arrived, students should remain in class and the Main Office or a nearby teacher should be notified. Students will remain in their seats until the bell. Ordinarily, classes will be held even if the teacher is absent. Students should report to all scheduled classes.

### **ELECTRONIC DEVICES AND LASER POINTERS**

Laser pointers are not allowed and will be confiscated. **Personal listening devices and/or cell phones should be powered off and away out of sight between 7:45 and 2:12 p.m., or the device will be confiscated and given to the dean of student life. The second time a device is confiscated, a parent will be called to retrieve the device and a detention will be issued. Further infractions may result in the loss of privilege to bring the device(s) into the school building. Repeat offenders may be liable for suspension.** Students may seek permission to use a cell phone for essential purposes only.

### **GUM CHEWING**

Gum is not permitted in school, including the cafeteria.

### **CAFETERIA**

In the school cafeteria students may purchase breakfast, lunch or snacks. Students are to follow the lines through the cafeteria quickly and quietly. Backpacks are not permitted in the lunch line. Cafeteria staff, property, and food should be respected at all times. **The cafeteria is the only place in the building where food is permitted.** Students will arrive in the cafeteria within the passing time. No student is allowed to leave the cafeteria without permission.

### **SCHOOL GROUNDS**

School grounds are not public property. Loitering on school grounds is strictly prohibited. Violators may be arrested by the Bristol police and/or face school disciplinary action. The use of motorcycles and/or motorized bicycles on the non-paved area of the school grounds is strictly prohibited. Snowmobiles or mini-bikes are not permitted on school property. Use of the track, fields, or parking lots is prohibited, unless the activity is approved by the administration.

### **CORRIDORS**

Students are asked to move in a prompt and orderly manner in the corridors. Loud noises, pushing, or other forms of irresponsible behavior are not acceptable. All corridors must be cleared within the time allowed for passing.

### **STUDENT DRIVER PRIVILEGES**

All student vehicles must be registered with the dean of student life, and all cars must display a numbered parking sticker. Students who violate driving privileges by speeding, parking illegally or in such a manner as to hinder entry to or exit from the school or the smooth flow of traffic, will forfeit driving privileges for a period of time to be determined by the dean of student life. Any vehicles which are parked illegally will be towed at the expense of the owner. **The speed limit on school property is 10 mph. In compliance with state law, any student transporting another student in their vehicle during their probationary driving period will permanently lose their privilege to drive or park at St. Paul.**

The parking places in the front of the building and in the first row in the back of the buildings are reserved for faculty and visitors. Students should park cars in between the lines in designated areas behind the school. Students are not permitted to park in the front or on the sides of the school building. Parking in bus lanes, fire lanes, against the school building, or on St. Gregory Parish property is prohibited.

Cars should be locked. Students are not allowed to sit in cars or loiter in the parking lot before, during, or after school. If students have a reason for going to their cars, they must first obtain permission from an administrator.

Speeding or reckless driving on school grounds or on roads leading to school property may result in serious disciplinary and/or civil action.

The school is not responsible for damage to cars or theft of students’ property in cars.

### **BULLYING POLICY**

Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “Love your neighbor as yourself” and destroys respect for the dignity of the student, undermines the

Christian atmosphere of the school and deprives the student of a safe and caring learning environment. The school will not tolerate any form of bullying or harassment at any time (physical, sexual, or verbal). This includes cyber bullying.

Bullying behavior by any student is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student, which acts are repeated against the same student over time. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

### **HAZING**

The school will not tolerate any form of hazing. Any person who believes that he or she has been a victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the dean of student life.

### **CLASSROOM DETENTION**

A homeroom/classroom detention may be issued by the homeroom/classroom teacher and is to be served with that teacher on the next school day. Violations include, but are not limited to: class behavior, food or drink in class, tardy to class, excessive noise or other disruptive behavior. Failure to serve a detention will result in an office detention.

### **OFFICE DETENTION**

An office detention may be issued by the dean of student life for violations of school rules such as:

- disrupting a class;
- inappropriate language;
- uniform violation;
- tardiness to school;
- failure to report for a teacher detention;
- presence in corridors, stairwells, or lavatories without a pass while classes are in session;
- loitering in the parking lot before, during, or after school;
- disturbance during a fire drill;
- violation of cafeteria procedures;
- disruptive behavior at home or away athletic contests or extracurricular activities;
- Any other offense considered serious enough to warrant such action.

The violations stated above are not to be considered inclusive.

**Students who are assigned two office detentions in a month must serve the second detention on the next scheduled Saturday.**

The student will receive one copy of the detention form assigning him/her to serve detention between 2:20 to 3 p.m. on a designated date. Students must report on time, in uniform, and prepared to do academic work. Failure to report on time will result in an additional detention. Students are not allowed to arrange a day convenient to their schedules. Another copy of the detention form will be kept in the student's disciplinary file.

The third copy will be mailed to the parents. Detention takes precedence over employment or extracurricular activities.

### **SATURDAY DETENTION**

Saturday detentions will be held as needed. A Saturday detention will be issued at the discretion of the dean of student life for violations for which suspension is inappropriate and detention is insufficient and for the second and subsequent detentions issued in a month. **Saturday detention will be held from 8-11 a.m. Subsequent office detentions issued in a month may be liable for suspension.**

### **SUSPENSIONS**

Suspensions are used for serious infractions of school rules. Such actions are taken only after careful study of all pertinent facts. A suspension may also be used when a student's temporary separation from the school community is warranted during an investigation.

Following a conference with the dean of student life, parents will be notified of the violation. The length and type of suspension will be determined by the dean of student life.

A student is liable for suspension for a period of time up to five (5) consecutive school days for the following offenses:

- verbal/physical abuse toward faculty, staff, or students;
- stealing;
- bullying in any form toward other students;
- cheating;
- truancy;
- excessive tardiness
- repeated uniform violations;
- insubordination, vandalism, or any other inappropriate behavior on the bus;
- accessing inappropriate material through school Internet resources;
- leaving school grounds;
- unauthorized access to the school network or distribution of network credentials to other students
- disrespect or insubordination;
- failure to report to detention;
- fighting;
- smoking or carrying smoking paraphernalia, including chewing tobacco, matches or a lighter in school, on school grounds, or at home or away athletic contests;
- forging parents' signatures;
- forging teachers' signatures;
- cutting any classes (no credit given or makeup work allowed);
- unauthorized presence on school grounds;
- tampering with lockers and their contents;
- attendance at or participation in an extracurricular activity on the day of an absence;
- vandalism;
- other offenses for which detentions have previously been given;
- behavior offensive to the school community;
- failure to be truthful and forthcoming during an investigation.

The regulations here stated are not to be considered inclusive.

### SUSPENSION CONSEQUENCES

- The student is excluded from classes for the length of the suspension and may not attend any school activities;
- Upon returning, students are responsible to make up all work assigned and take all tests and quizzes for the day(s) while they were suspended. **This is the student's responsibility.** All make-up work **must** be completed within one week of the student's return to school.

### EXPULSION

A student is liable for expulsion for the following serious disciplinary offenses occurring on school premises or at school-related functions:

- repeated violations of school rules;
- threats to the life or safety of others;
- the use, purchase, sale, possession, or evidence of the use of alcoholic beverages as defined by state law;
- the use, purchase, sale, possession, or evidence of use of prohibited substance as defined by state law;
- possessing or using a vape pen in school, on school grounds, or at home or away athletic contests;
- being present with those who purchase, possess, sell, or use alcohol or controlled drugs as defined by state law;
- stealing;
- verbal and/or physical abuse toward faculty, staff, or students;
- vandalism;
- falsely sounding a fire alarm or reporting a bomb threat;
- use, purchase, sale, or possession of weapons or fireworks;
- reckless driving or improper use of an automobile on campus;
- accessing computers without proper authorization;
- bullying.

St. Paul reserves the right to dismiss, without specific charges, a student whose conduct is considered to be detrimental to the reputation of the school or the moral good of the student body. Any student's behavior which is not in keeping with the law or the Christian philosophy of the school renders a student liable for dismissal.

Any student who leaves St. Paul Catholic High School for disciplinary reasons is not allowed to return for school functions, such as dances or athletic events.

## HEALTH INFORMATION

A registered nurse, assigned to St. Paul Catholic High School by the Bristol/Burlington Health District, is responsible for all health programs and screenings. A school health aide is on duty in the Health Room to provide first aid or care for injury/illness under the supervision of the registered nurse.

**Health and emergency information must be on file on the first day of school. No student is allowed to attend school if these forms are not on file.**

### ILLNESS IN SCHOOL

Students who become ill in school should request a health room pass from their classroom teacher or proctor. The student then should report directly to the health room. No student who is ill may go to the cafeteria or leave the building during the school day, unless the Main Office is notified and permission is granted.

Upon returning to class from the health room, the student must present a pass signed by the health aide. If the health aide determines that the ill student needs to be sent home, the parents/guardians must be notified by the health aide and a parent/guardian needs to pick up the student from school. **Under no circumstances will an ill student be allowed to transport themselves off campus.**

If a student has an accident during school hours, it is to be reported to the teacher in charge. An accident report will be made out by the teacher who observed the incident and kept on file. In the case of an unobserved accident, a report should be completed by the teacher on duty in the hall, outside, or in the cafeteria.

### NOTIFICATION OF STUDENT MEDICAL DIAGNOSIS

**Please be aware that due to policy established by the Bristol/Burlington Health District in accordance with the HIPAA law, any diagnosis of student illness or injury that is communicated directly to the Health Office at St. Paul is not necessarily conveyed to school administration.** Families should communicate directly with school administration if they feel there are circumstances that warrant attention.

### MEDICATIONS

A medication authorization form is necessary for **any** medication to be given during school hours. The form must be signed by the parent/legal guardian and the physician. Medications shall not be administered during school hours if it is possible for them to be taken at home (either before or after school). If a medication must be taken in school, the parent and doctor must sign the Authorization for the Administration of Medication form.

- Medication must be in the original, pharmacy-prepared container and labeled with the student's name, medication name, strength, dose and when it is to be given. You may request that the pharmacist prepare two separate bottles, if medication is given at home and at school.
- Non-prescription medication (over the counter) must be in original, sealed, properly labeled containers.
- A maximum **90**-day supply may be brought to school only by a parent/legal guardian.
- Medication Authorization forms are available in the school health rooms.
- **Medications in the health room are only available to students during regular school hours. Medications are not available for any before or after school activities.**

### USE OF CRUTCHES

A doctor's note must be presented to the health aide indicating that a student has a doctor's permission to use crutches and that the student has been trained in the proper use of crutches before a student will be allowed to use crutches on campus.

### PHYSICAL EXAMINATIONS

According to Connecticut state law, as a requirement for entrance to Grade 11, students are required to have a physical examination in either Grade 9 or 10. In addition, a student who is attending a school in the State of Connecticut for the first time (regardless of the grade) is required to have a health assessment/physical examination.

Students who wish to participate in sports must have a sports physical done yearly and is valid for 13 months.

## CO-CURRICULAR ACTIVITIES

### SCHOOL ACTIVITIES

Involvement in school activities helps to meet the student's social, emotional and spiritual needs. These activities are important in the development of the total person. Among the clubs are:

Badminton Club  
Blue Key Club  
Book Club  
Chess Club  
CLASI (Communication Leaders Advancing School Improvement)  
Debate Team  
Kaleidoscope – School Yearbook  
Kids Kicking Cancer  
Language Honor Societies (Spanish, French, Latin)  
Math Team  
Mission Club  
National Honor Society  
Outdoor Club  
Performing Arts (Drama/Band/Chorus)  
Ping Pong Club  
Renaissance Club  
Ski Club  
SPTV (Morning News)  
Student Government  
The Sword – School Newspaper  
United Way Youth Board

In order to participate in extracurricular clubs and activities, a student must not fail more than one course and must have a 70 or above average at the conclusion of the previous marking period. Students are eligible to hold offices in a club or activity, provided they meet behavior criteria determined by the school administration.

**Students who are absent from school on the day of an activity may not participate in or attend that activity.**

### DANCES

All dances at St. Paul are open only to St. Paul students, but guests are admitted by invitation. All guests must be pre-registered by completing a guest form with the dean of student life. No middle school students or guests over the age of 20 are allowed at dances. No student may leave the building during a dance without permission. Once a student has left, he/she will not be readmitted.

**No student may arrive more than a half hour after the starting time; those arriving any later will not be admitted without special permission.** Upon arriving, students must enter the dance immediately and submit to a breathalyzer test. Personal belongings will be checked at the door. No bottles are allowed at dances.

All regular school dances will be scheduled between the hours of 7:00 p.m. and 10:00 p.m. Parents are asked to pick up their son/daughter promptly at the conclusion of any dance or activity.

**Inappropriate attire or improper conduct at a school dance will result in asking the individual to leave the dance and the property.**

Anyone loitering outside the building will be requested to leave the property. All school rules related to smoking, the use or

influence of alcohol or drugs, as well as disruptive behavior are in effect at any school-sponsored activity or on school grounds. St. Paul students are responsible for conduct of their guests.

**ST. PAUL CATHOLIC HIGH SCHOOL RESERVES THE RIGHT TO CHANGE FEES, DUES, TUITION, RULES, REGULATIONS, POLICIES, COURSE OFFERINGS, SPORTS PROGRAMS, AND ACTIVITIES WITHOUT NOTICE.**

## ATHLETICS

### STATEMENT OF PURPOSE

Our interscholastic program presents specialized educational opportunities to encourage, to guide and develop the abilities, the interests and the attitudes of our young people so they may reach their potential as an individual and team player. An atmosphere will be provided whereby our athletic program promotes good sportsmanship by players, coaches, and spectators.

Athletics offer a special opportunity for students to perform within the framework of a team situation, to develop a sense of fair play, sound fundamentals, cooperation, finesse, teamwork, competitive spirit, good sportsmanship and a pride in themselves and their school.

### GOALS

- To promote student/athlete self-esteem that reinforces a positive attitude.
- To provide leadership and supervision that stresses: self-discipline, self-motivation, work ethics, excellence in both academics and athletics; the ideals of good sportsmanship.
- To develop the skills of the athlete by teaching fundamentals in an effort to reach his/her potential.
- To provide coaches who, as teachers, will carry out the statement of purpose.
- To provide a rewarding athletic experience for students.
- To develop an understanding of physical fitness and wellness appropriate to an adult life.
- To promote an attitude whereby all of our athletic teams (men's and women's) are supported and developed equally.
- To provide a focus of interest on programs for student, faculty, and community that will generate a feeling of unity and school pride.
- To provide adequate medical training for athletic staff.

### GENERAL TEAM RULES

As representatives of our school and community, student athletes shall know and uphold the goals and the objectives of the St. Paul athletic program as outlined in the Statement of Purpose.

1. All CIAC and St. Paul High School eligibility rules will be strictly adhered to and enforced during the season.
2. Student Behavior - All athletes shall conduct themselves as good school and community citizens. Unsatisfactory behavior may result in complete or partial suspension from the team.
3. Team Conduct - All team members shall extend courtesy and respect to other St. Paul teams, fellow teammates, opponents, officials, coaches and spectators at both home and away contests. Abuse of this rule can mean complete or partial suspension from the team.
4. Sportsmanship - Student athletes shall adhere to the spirit of fair competition through ethical conduct, leadership and sound judgment during both practice and games.

## ATTENDANCE

1. Student athletes must attend all practices and games as scheduled. Non-excused absences by the coach from practices/games will result in game suspensions.
2. To be recorded as present for a school day and eligible for attendance at or participation in athletics, a student athlete must attend four full academic class sessions. These classes do not include a study hall period.
3. A student will not be allowed to participate in any school athletic activity on the day that the student is absent from school unless the absence is a result of the student's participation in a school-sponsored activity such as a field trip.
4. Valid reasons for tardiness to practice and/or games must be presented to and approved by your coach. (Detentions are not a valid reason.)
5. Repeated detentions will result in loss of playing time and may lead to dismissal from the team.
6. In-school or out-of-school suspensions will result in loss of practice and playing time while the athlete is suspended and may lead to dismissal from the team.
7. Athletes will not play or practice with an outside team in the same sport while a member of the school team after the first scheduled game of that season (see CIAC Rules of Eligibility Section II E for further clarification)
8. Athletes may not switch from one athletic team to another after the first contest.
9. All school field trips which may cause a student to miss a practice or game will be an excused absence and should have no negative impact on that student's standing on the team.

## BEHAVIOR

The St. Paul Athletic Department, in an attempt to set forth uniform rules of training, establishes the following guidelines:

1. Student athletes are expected to conform to the proper dress code set forth by the team coach on game day.
2. Student athletes must travel to and from contests and practices on the team bus accompanied by the coach. Under extenuating circumstances a parent may request to transport an athlete; however, a request form must be completed and signed by the athlete's parent/guardian and the athletic director, returned to the coach twenty-four hours (24) prior to the contest, no exceptions.
3. Student athletes are encouraged to promote their sport and participation in athletics in general. A positive attitude toward their team and other teams within the athletic program can encourage others to participate who normally would not.
4. Any student athlete who participates in a fight during team activities will be subject to the consequences determined by the team coach and athletic director.
5. Verbal and physical abuse of officials, coaches, opponents or spectators by student athletes will result in suspension or dismissal from the team.
6. Athletes will not wear cleats of any type in the gym or any other part of the school building.
7. Responsible behavior is expected by athletes at all times, especially in the locker room and on the bus. Athletes are to show respect for school property. Any behavior along these lines will result in immediate suspension or termination from the team.
8. A student must be a good school citizen and a worthy representative of St. Paul Catholic High School. Repeated infractions of school rules, poor attendance, or other evidence of poor citizenship, as determined by the administration, will render a student ineligible.

During the season any student-athlete involved with illegal drugs and/or alcoholic beverages will be suspended for the remainder of the season. "Involved with" includes but not limited to consuming, using, or possessing illegal drugs and/or alcoholic beverages. Further, "involved with" includes remaining at any party, gathering, school function, home, or motor vehicle where illegal drugs are present. Also, "involved with" includes remaining at any party, gathering, school function, home, or motor vehicle where underage persons possess and/or are consuming alcoholic beverages.

In the specific situation where a student-athlete consumes alcoholic beverages in a family or religious setting with parental/guardian permission as part of a cultural or religious tradition, the student-athlete will be excused from this policy.

It is the responsibility of the student-athlete to make a good faith effort to anticipate any situation where illegal drugs and/or alcoholic beverages may be present.

Any student-athlete who intentionally misuses any legal substance during the season including but not limited to over-the-counter medication, nutritional supplements, inhalants, performance-enhancing products, etc., will be suspended for the remainder of the season.

Any student-athlete who uses and/or possesses any tobacco product during the season will be suspended for the remainder of the season. This includes smoking, chewing, or using snuff. The head coach, in consultation with the athletic director and the administration, will determine any violation of this policy based upon the preponderance of evidence. This administrative action is separate and distinct from any criminal action; any administrative decision will be separate and distinct from any decisions rendered by any criminal court.

Any student-athlete suspended under this policy will be assisted by the administration in locating a suitable substance abuse treatment program if the facts and circumstances indicate a treatment program is appropriate.

## EQUIPMENT

All issued equipment will remain the property of the school and must be properly cared for by the Student Athlete to whom it is issued. It is the financial responsibility of the student to ensure that the equipment is returned at the end of the season or departure from the team. Any student athlete failing to return a cleaned uniform or accountability payment at the end of a season is ineligible to play in the next sport season. Any senior athlete failing to return a cleaned uniform or accountability payment will be subject to withholding of a report card and/or transcripts. All uniforms and equipment must be returned to the coach.

Game uniforms should only be worn on day of the contest or upon approval of the coach. School issued equipment or uniforms are not to be worn in physical education class.

## LOCKER ROOMS

1. Do not bring valuable items to school with you, leave them at home.
2. It is suggested that you use a lock on your locker at all times and do not share your combination with anyone.
3. The school is not responsible nor is it liable for your personal property.
4. Lockers will be cleaned out at the conclusion of each season.
5. Athletes will leave locker rooms in clean condition.

Athletes are reminded that the locker room, gym and other athletic facilities are areas for their use and pleasure. We ask that athletes take care of these areas with great respect. Hopefully these facilities will be available to athletes for years to come. Any athlete found abusing school facilities will be held financially responsible for any damages.

### **AFTER SCHOOL SUPERVISION**

A supervised study is available immediately after school. This study is for athletes who remain at school after dismissal and do not have team practice until 3:00 or 3:30 P.M. An athlete who remains at school to wait for the start of a team practice is not permitted to roam the building but must attend the study in the cafeteria and must remain there until his/her coach arrives. Athletes may not use the locker rooms until their coach arrives.

### **PERMISSION FORMS**

Each athlete is required to complete and return to their coach each of the following forms: 1. Athletic Permission Form, 2. Concussion Consent & Education Form, 3. Cardiac Arrest Consent & Education Form.

These forms must be submitted to the coach by the first practice of each season of participation. The physical examination must be given after June 1<sup>st</sup> for the upcoming year.

### **HEALTH**

Student athletes shall maintain proper health and fitness levels to properly train and compete in the current sport. Areas of concern include proper diet, sleep, personal hygiene, weight training and cardio-vascular fitness. Athletes affected with communicable diseases should report details to the team coach.

If a student is under medication of any type, it is her/his responsibility to inform the team coach.

### **ATHLETIC PHYSICAL EXAMS**

Athletic physical examinations must be completed each year (good for 13 months) and must be received before the first practice. **Physical forms must be turned into the school nurse.** No athlete will be allowed to practice without a completed physical. The physical examination must be documented on an official Bristol Public School *Physical Assessment Form only*. These *Physical Assessment Forms* may be picked up in the Main Office, Health Office or the Athletic Office. A *Physical Assessment Form* must be completed and signed by a physician and be on file with the school nurse before a student may engage in an interscholastic sport, including try-outs, practice, and game.

### **INJURIES**

Procedure to be followed in the event assistance is needed:

1. Parents should be notified immediately of their son's or daughter's injury and advised as to what has been done and the hospital to which they were taken.
2. A coach or member of the sports medicine staff should accompany any athlete being taken to the hospital. The coach should remain at least until the parents arrive.
3. The head coach will follow the case closely. No athlete who has sustained a serious injury should be allowed to return to practice or competition without the approval of the physician in charge and cleared to return by the school athletic trainer.

St. Paul and our insurance carrier require the coach, the physician, and the family to complete two forms: *Student Accident Report* form and *Notification of Injury* form. It is the

responsibility of the coach to see that both forms are completed and turned into the athletic director.

### **STUDENT ATHLETIC INSURANCE**

All participants in the interscholastic program are covered under a student accident insurance policy. This policy provides that the parents/guardian personal insurance is the primary carrier and that St. Paul Catholic High School covers any remaining claims. If there are medical expenses beyond what the family health insurance covers, then St. Paul provides coverage for any and all additional bills up to the policy maximum.

For supplementary insurance coverage proper documentation must be completed at the time of the accident/injury. It is the responsibility of the coach to get this documentation completed and to the athletic director immediately. **The athletic director will provide this documentation to the parents if requested. It is the responsibility of the parents to submit the documentation to the insurance company.**

### **SPORTS MEDICINE**

St. Paul contracts a private sports medicine group to provide athletic training. The trainer's schedule will be posted in the gym hallway and on the training room door.

### **AWARDS**

All athletes will be eligible to receive the following awards if they are recommended by their coach and meet all criteria listed.

1. Varsity letter awards are given only once during a student's high school eligibility. Certificates are given each year.
2. The Varsity letter will consist of a six-inch chenille block letters S-P.
3. The junior varsity and freshmen athletes will receive certificates.
4. Judge Joseph P. O'Connell Award is given to one outstanding student athlete in each sport.
5. Reverend Robert Saunders Award is given to one male and one female senior with the highest GPA and at least one varsity letter.
6. In addition to the athletic awards presented by the school, the Naugatuck Valley League presents eligible athletes with All-Conference awards (see your coach for further details).

A coach may present a player or manager, at his/her discretion, an award with the approval of the Athletic Director.

### **REGULATIONS AND PROCEDURES FOR AWARDS**

Varsity letters, junior varsity and freshman certificates for athletic participation shall be awarded by the school upon the recommendation of the coach who shall consider the following as requirements:

1. An athlete must have been regular in attendance at practices.
2. An athlete shall have observed all training rules and regulations.
3. An athlete shall have conducted himself/herself in a most exemplary manner both on and off the field (including the classroom), exhibiting good sportsmanship to his/her coaches, officials, teammates, and opponents.

The coach will award letters/certificates at his/her discretion and criterion for all awards will be defined by the coach at the beginning of the season. A player who is dismissed from any team for disciplinary reasons shall not be eligible for an award.

There is no distinction between “major” and “minor” sports. The same letter/certificate shall be awarded for all recognized varsity and junior varsity sports.

Team captains will be determined in a manner selected by each coach. Captains will receive captain pins to be placed on their letters. Managers will receive recognition in relation to their service rendered and recommendation of the coach.

Special awards by out-of-school organizations may be made only with the expressed approval of the administration and the School Board (i.e. Knights of Columbus, Community Organization, etc.)

#### **TEAM BENCH AND/OR AREA**

Other than players, coaches, medical personnel, school appointed personnel, and student managers, no other persons are permitted on or near the team benches. Coaches must enforce this rule with the assistance from the athletic personnel.

#### **CAPTAINS SELECTIONS**

Each coach shall set up criteria and be responsible for the selection of captains. Only seniors and juniors will be selected as captains unless special permission is granted by the athletic director.

#### **ST. PAUL DETENTIONS, SUSPENSIONS AND ACADEMIC ELIGIBILITY**

Academics are a priority at St. Paul--all academic responsibilities come before any extracurricular activity. Detentions are part of a student’s academic responsibility. Athletes are encouraged and expected not to earn detentions. However, if a detention is assigned to an athlete, the detention must be served on the assigned day and will not be rescheduled because of an athletic game or practice.

A student who is suspended is ineligible to participate in an athletic practice or game until she/he returns from the suspension.

To be academically eligible to participate in interscholastic athletics, a student may fail only one course per quarter and must maintain a 70 quarter average. A student becomes ineligible to participate in a *game* or *practice* the day report cards are mailed. Academic ineligibility will remain in effect until the end of the following marking period in which the student has only one failure. (See Academic Probation)

In addition to the St. Paul academic eligibility policy, students must abide by the standards set forth by the Connecticut Interscholastic Athletic Conference (see below).

#### **ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS**

St. Paul is a member of the Connecticut Interscholastic Athletic Conference and follows CIAC eligibility rules in digest below. As a student you are **NOT** eligible:

1. if you are not taking at least four (4) units of work (Rule I.B.);
2. if you have not passed at least four (4) units at the end of the last regular marking period (Rule I.B.)\*  
“Marking period grades (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period. To be eligible for fall sports, a pupil must have received credit toward graduation for four units of work for which he has not previously received credit . . . the final academic average grade determines fall eligibility. Semester

courses or mini courses completed earlier in the school year may be counted toward the four units used in determining eligibility for fall season. Year-end failures may be made up through successful completion of LEA approved summer school work in courses failed. (Rule I.D.);

3. if you are nineteen (19) years of age before September 1 (Rule II.B.);
4. if you have changed schools without a change of legal residence or have not satisfied one of twelve requirements stated in the CIAC eligibility listing, the student must then complete at least 30 days membership (commencing from the first game of the conference) before being eligible for interscholastic competition in any sport in which he or she was a participant in the present or preceding season during grades 10, 11 or 12 on the junior varsity or varsity team in the school from which he or she transferred (Rule II.C.);
5. if you have played on the same sport for more than three (3) seasons in grades 10, 11, and 12 (Rule II.B.);
6. if you play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season (Rule II.E.); the exception to Rule II.E. shall be
  - a. participation in parent-child tournaments and caddie tournaments
  - b. tennis – a pupil may practice but not compete with a non-CIAC team during the season
7. if you play under an assumed name on an outside team (Rule II.F.)
8. if you receive personal economic gain for participation in an CIAC sport (Rule II.F);

The complete list of eligibility rules is available in the athletic and Main Offices.

#### **NCAA RULES AND REGULATIONS**

All high school students who wish to compete in college at a Division I or II institution **MUST** register with the Initial Eligibility Clearinghouse. These forms are available through the Guidance Department. Registration should occur during the junior or senior year.

#### **LOST OR STOLEN ARTICLES**

St. Paul Catholic High School and the bus company will not be held responsible for lost or stolen articles. Valuables should be left at home, whether athletes are participating in home or away games. Lost items in the locker room, gym or playing fields are turned in to the Main Office.

#### **ATHLETIC TRAVEL**

Students participating in interscholastic athletics must travel to and from all athletic contests by transportation provided by the school. The only exceptions are:

1. Injury to a participant which would require alternate transportation.
2. Prior arrangement between the participant’s parent/guardian and both coach and athletic director for the student to ride with the parent/guardian. Proper liability release forms must be completed with parent/guardian and athletic director’s signatures; returned to the coach twenty-four hours (24) before desired date. The coach will forward these forms to the athletic director for record filing.

This form must be completed, with all necessary signatures before a coach will allow an athlete to travel with a parent/guardian.

**INITIATION AND HAZING**

Any attempt by a team or individual to “haze” or any form of “initiation” toward another athlete is forbidden. Athletes who participate in or who are with athletes who participate in such activity will be suspended or terminated from the team. This would include any such activity on or off school grounds.

In the event a student/athlete or parent/guardian has an athletic concern, it should be submitted in writing, as soon as possible, and addressed through the following process:

1. Head Coach
2. Athletic Director
3. School Administrator

**SPORTS PROGRAMS**

The following sports programs are offered at St. Paul Catholic High School:

	<u>Boys</u>	<u>Girls</u>
FALL	Football Soccer Cross Country	Volleyball Soccer Cross Country Swimming Cheerleading
WINTER	Basketball Indoor Track Swimming* Wrestling	Basketball Indoor Track Cheerleading
SPRING	Baseball Outdoor Track Golf Lacrosse	Softball Outdoor Track Tennis Golf Lacrosse

\*In cooperation with other schools

Varsity and sub-varsity programs are offered in most sports.

Intramural sports are encouraged and organized when student interest and facilities make a program feasible.

Cheerleading squads are formed for both fall and winter sports seasons. Students may cheer in one season and participate in a sport in another, so that those with varied interests may gain many positive experiences.

Students are urged to show school spirit by attending games and cheering for their teams. Good sportsmanship demands good losers as well as good winners, and also that students learn to accept gracefully the results of honest competition. Visiting teams should always be made to feel welcome at St. Paul.

All school rules regarding the use of tobacco, alcohol or drugs, and other disruptive behavior apply at home and at away games. Booing and jeering of officials or members of opposing teams is completely opposed to the spirit of St. Paul and the CIAC rules.

**DUE PROCESS**

Participation in the interscholastic athletic program is a privilege, not a right. In the event, a student/athlete chooses to violate any rule or regulation set forth by the school, due process is required. Due process involves the following steps:

1. The coach states (orally and in writing) the violations.
2. The student/athlete has the opportunity to respond (orally and in writing).
3. Any necessary investigation/discussion follows.
4. The decision is rendered (by the athletic director in conjunction with the school administration) with the appropriate consequence as stipulated within the student/athlete handbook or school policies.

<b>SCHEDULE OF CLASSES</b> 2015-2016
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	<b>Regular</b>	<b>Mass/Assembly I</b>	<b>Monday Assembly Schedule</b>	<b>Assembly II</b>	<b>2-Hour Delay</b>	<b>Noon Dismissal No Lunch</b>
Homeroom	7:45-7:53	7:45-7:53	Assembly 7:45-8:07	7:45-7:53	9:45-9:53	7:45-7:53
Mass/Assembly		8:00-9:00				
Period 1	7:57-8:37	9:04-9:35	8:11-8:49	7:57-8:28	9:57- 10:21	7:57-8:23
Period 2	8:41-9:21	9:39-10:10	8:53-9:31	8:32-9:03	10:25-10:49	8:27-8:53
Period 3	9:25-10:05	10:14-10:45	9:35-10:13	9:07-9:38	10:53-11:17	8:57-9:23
Period 4	10:09-10:49	10:49-11:20	10:17-10:55	9:42-10:13	11:21-11:45	9:27-9:53
Period 5	10:53-11:33	11:24-11:55	10:59-11:37	10:17-10:48	11:49-12:41	9:57-10:23
Period 6	11:37-12:42	11:59-12:59	11:41-12:46	10:52-11:23	12:45-1:11	10:27-10:53
Period 7	12:46-1:26	1:03-1:35	12:50-1:28	11:27-12:24	1:15-1:40	10:57-11:23
Period 8	1:30-2:12	1:39-2:12	1:32-2:12	12:28-1:00	1:44-2:12	11:27-12:00

<b>Lunch</b>	11:37-11:59	11:59-12:21	11:41-12:03	11:27-11:49	11:49-12:11
	12:02	12:26	12:06	11:52	12:14
	12:17-12:42	12:33-12:59	12:21-12:46	11:59-12:24	12:16-12:41

## EIGHT PERIOD DAY – THIRD AND FOURTH PERIODS LOCKED

<b>Time</b>	Day One	Day Two	Day Three	Day Four	Day Five	Day Six
7:45-7:53	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
7:57-8:37	A	B	E	F	G	H
8:41-9:21	B	E	F	G	H	A
9:25-10:05	C	C	C	C	C	C
10:09-10:49	D	D	D	D	D	D
10:53-11:33	E	F	G	H	A	B
11:37-12:42	F	G	H	A	B	E
12:46-1:26	G	H	A	B	E	F
1:30-2:12	H	A	B	E	F	G