



St. Paul Catholic High School

**2023-2024
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.

COMMITMENT TO INTEGRITY

St. Paul Catholic High School holds each of its students to our school's integrity pledge. It is read frequently at Monday Morning Assemblies, is posted in each classroom and each student is required to write the following statement on any work they complete for school: "As a person of integrity, this is my work."

The following is the complete St. Paul Integrity Pledge:

As a member of the St. Paul Catholic High School community, I pledge to be a person of integrity. I will demonstrate respect for God, myself, others, the learning process, and my school. I understand that I must treat others including fellow students, faculty, staff, guests and opponents with dignity and respect and I will not abide those who do otherwise. I will not participate in, nor tolerate, lying, cheating, plagiarizing, stealing, bullying, vandalism, or other dishonorable acts. I will strive to embody the core values of St. Paul Catholic High School: faith, character, community, excellence, and service. In all of my activities-academic, athletic, spiritual, and social-whether on this campus or off, whether in person or on social media, I will act in a manner that reflects my love of God, my belief in the teachings of Jesus Christ, and my being gloriously made in the image of God.

HEALTH

Hand Hygiene

- Wash your hands often throughout the day with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
- Hand sanitizing stations are installed at the main entrances to the school as well as common area spaces throughout the school building.
- Bringing personal hand sanitizers to school is encouraged, not to be shared with others.
- Perform hand hygiene frequently, including after touching your face, entering common spaces, before/after eating and when using shared workspaces or electronic devices.

Cough Etiquette

- Cover your mouth and nose with a tissue when you cough or sneeze.
- If you don't have a tissue, cough or sneeze into your elbow, not your hands.

Daily Health Check

Students or staff should not attend school if they are experiencing symptoms (fever, shortness of breath, muscles aches, sore throat, unexplained loss of taste or smell, diarrhea or headache), until tested, especially if feeling feverish (>100 F).

It is critically important for all members of our school community to remain home if you are sick and not feeling well.

Absences and Reporting Illnesses

Parents are encouraged to notify the school office of any specific symptoms that prompt an absence. Parents can email the Main Office at attendance@spchs.com to report an absence.

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, uniforms, and student iPad are not included in tuition and must be purchased separately by families. A student's account will be considered delinquent if payment is not made within 10 days of each due date. A late fee of \$40 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 2023-2024 is as follows:

	First Child	Second Child	Third Child
Tuition	\$12,600	\$10,600	\$7,600

Additional Fees

Out-of-town busing	\$1050	\$750	\$750
Non parish assessment	\$250		
Re-registration	\$200 (Family maximum of \$400)		

Returning international students' tuition: \$16,300 (which includes all fees, except out-of-town bus transportation and I-20 processing fees)

New International students' tuition: \$18,300 (which includes ELL courses and all fees, except out-of-town bus transportation and I-20 processing fees)

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 June 30, 2023, directly to the school or paid monthly or quarterly through FACTS. There is a nominal fee for the use of FACTS.

The cost of traditional textbooks and/or e-books varies with course selections. A textbook list is available online at www.spchs.etechcampus.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 early February. Distribution of tuition assistance awards will be made mid-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.

CAMPUS MINISTRY

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

- *Worship* – School-wide celebration of Mass will be on a monthly basis. Special services, such as a Day of Reconciliation and Exposition of the Blessed Sacrament, are offered periodically. Masses are planned in religion classes, and private prayer in the chapel is encouraged. Mass is celebrated weekly in our school chapel.
- *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 proposal to their religion teacher and have the proposal approved before completing their service hours. All service hours logged by students will happen through the MobileServe web portal/app.

HOUSE SYSTEM

Beginning with the 2018-2019 school year, St. Paul Catholic High School implemented a house system which distributed our student body into six houses named after communities who were evangelized by St. Paul: Corinthians, Ephesians, Galatians, Philippians, Romans, and Thessalonians. These communities have members from all four classes and a group of faculty leaders. In turn, each house is comprised of five smaller advisory groups of a little more than a dozen students with a single faculty leader in each advisory. Students will remain a member of their house and advisory throughout their career. Each advisory is responsible for two advisory leaders for each advisory group. Advisories meet at least monthly and houses meet approximately every quarter.

The house system was introduced for a number of reasons. It is easier to develop a sense of pride and community in groups of 13 students (advisory) and 67 students (house) than in groups of 100 (class) and 400 (school). While class and school pride will still be nurtured, those emotions can take years to develop. In a

smaller group, relationships can form more quickly. The house system greatly increases the number of leadership opportunities for our students. Planning meetings of individual house and advisory group leaders present both students and teachers opportunities to provide creative ideas to enrich the entire community's experience. The smaller advisory groups provide natural avenues for older students to develop bonds with younger students and thus establish social and academic mentoring opportunities. As students develop pride in their house and advisory, they will naturally want to support new members of the community to ensure that their group continues to be a positive force in the greater school community.

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. Students with special needs will be given the same consideration as all applicants, however, prior to admitting a student with diagnosed special needs, St. Paul shall make a determination as to whether or not it believes it can provide an appropriate education for that student. Each student's admission is considered on an individual basis. Parents of students with IEPs, 504 plans or an Individualized Catholic Education Plan (ICEP) from another Catholic school should consult with the dean of academic life and the student's school counselor so that an appropriate ICEP can be discussed and agreed upon for the student.

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 school administration. If a parent does not receive an insurance form, the parent should contact the school.

ADDRESS CHANGES

The parent/guardian is responsible for informing the school if there are any changes to emergency contact information. Students and parents who change their address, e-mail address or phone number should notify the Main Office as soon as possible so that a correct database can be maintained by the school.

STUDENTS TRANSFERRING TO A NEW SCHOOL

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 student's 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/Chief Administrator.

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 Dining Hall 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.

GENDER IDENTITY

Each student enrolled at St. Paul Catholic High School is first and foremost recognized with "fundamental dignity possessed by every person as created by God. God has created every human person out of love..." God made male and female in His image and likeness. He made every child exactly as He intended.

Accordingly, and consistent with the Archdiocese of Hartford's Center for Catholic Education and Formation policy, St. Paul Catholic High School shall accept and relate to students and all members of the school community, for the duration of their years in attendance at St. Paul, according to their God-given, biological sex as male or female consistent with the complementary nature of each, and maintain appropriate distinctions between males and females especially in issues of facilities use, athletic teams, uniforms and nomenclature.

St. Paul shall not sponsor, facilitate, or host such organizations, events, or activities that would promote views contrary to Catholic doctrine regarding human sexuality and gender, either on or off campus, or thorough social media.

A pastoral approach consistent with Catholic Church teachings must be used in addressing matters of gender, including transgenderism, and gender dysphoria.

ACADEMIC POLICIES

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/Passing
WF Withdrawal/Failure
I Incomplete - Given for excused extended medical absence or when a student fails to submit a major assignment(s) or complete a major assessment 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. A student with an incomplete must have all incomplete work made up before the start of the next school year in order to be promoted.
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.

CALCULATION OF FINAL GRADES

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.

No mid-term or final exams will be administered prior to the beginning of the designated exam days. If a student misses one of their exams, regardless of the reason, every attempt should be made to makeup the exam during the scheduled exam administration window. If a student needs to makeup a final exam(s) after the scheduled final exam window, their final grade for the year in that course(s) may be delayed due to summer vacation and a teacher(s) availability to grade that exam.

QUALIFICATIONS FOR MAJOR ACADEMIC AWARDS

In order for a senior to qualify for a major academic award (valedictorian, salutatorian, top 10 senior medal, archdiocesan summa scholars), the student must have been enrolled at St. Paul Catholic High School since the start of their sophomore year. The final GPA used to calculate valedictorian, salutatorian and top 10 senior medals is the weighted GPA the student has earned by the end of the third academic quarter of their senior year. The final GPA used to calculate archdiocesan summa scholars is the weighted GPA the student has earned by the end of first semester.

COURSE LEVELS AND CLASS RANK

Each course offered at St. Paul is assigned one of the academic levels below and each course's level is indicated with its description in the Curriculum Guide. Weighted grades are used only in calculating class rank, for determining eligibility for National Honor Society, and for qualifications for major academic awards. GPAs (weighted and unweighted) are calculated to two decimal places and not rounded to a whole number.

AP, ECE Advanced Placement & UCONN Early College Experience courses involve the highest degree of selectivity and rigor, and allow students the potential to earn college credit. **(Factor 1.10)**

HON Honors courses involve a higher degree of selectivity, speed, and difficulty of material. **(Factor 1.05)**

CP I College Prep I courses involve an average level of rigor and selectivity. **(Factor 1.00)**

CP II College Prep II courses involve a basic level of rigor and selectivity. **(Factor 0.95)**

NCAA ELIGIBILITY

Any course that has been approved by the N.C.A.A. to be used towards eligibility requirements for participation in college athletics through the N.C.A.A. Eligibility Center will have one of the following designations next to the course name in the St. Paul Catholic High School Curriculum Guide:

- ◆ = 1 credit towards meeting eligibility requirements
- ◆.5 = ½ credit towards meeting eligibility requirements

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 or has an incomplete grade in a course(s) 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 submission of grades 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 also 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.

Seniors on academic probation will not be allowed to leave school early during a last period study hall while on academic probation.

A 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. A student on Academic Probation due to an incomplete grade will be removed from Academic Probation once the incomplete work has been submitted and is deemed acceptable and appropriate by the dean of academic life.

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 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, or has an incomplete grade in a course(s) 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, 2024, will be placed on academic probation until the student has successfully caught up on all overdue service hours. At that time, the student will receive a formal letter from the dean of academic life indicating that they have been 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

Honor Roll is calculated at the end of each academic marking period using the student's unweighted GPA for that particular marking period.

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

Any student who receives an INCOMPLETE or a FAILURE in a course will not be eligible for the Honor Roll for that particular marking period. Once an incomplete has been made up, a student will be retroactively placed on the Honor Roll. Honor Roll, like GPA, is calculated to two decimal places and not rounded to a whole number.

REQUIREMENTS FOR PROMOTION

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 and resolved any incomplete grade(s) in courses:

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.

REQUIREMENTS FOR GRADUATION

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 (including Biology)
- 3 credits in Social Studies
- 2 credits in a World Language
- 1.5 credits in Arts, Business or Technology
- 1 credit Physical Education, Fitness or Dance *
- 0.5 credit Introduction to Human Biology and Health
- 0.5 credit Digital Literacy & Citizenship
- 0.5 credit Introduction to Programming **

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

*In place of a traditional Physical Education/Fitness/Dance class, students may choose to play and successfully complete the season on two St. Paul Catholic High School sports teams in any one school year for a half credit towards their Physical Education requirement for graduation. The maximum credit allowable in any one school year is 0.5, not to exceed 1 total credit towards graduation. Any student choosing to avail themselves of this option must have their Physical Education graduation requirements completed by the end of their junior year. Students must maintain a minimum of 7 credits during the school day. Students may also elect to take Musical Theater Dance I and Musical Theater Dance II for a 0.5 credit each in order to fulfill their Physical Education requirement for graduation.

**This graduation requirement can be satisfied with CAD I or HTML/JAVA Programming.

CREDIT RECOVERY

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 passing grade 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 for a full year course and 15 hours for a semester course.**

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, iPad, graphing calculator with operable batteries, notebook, and pen or pencil.

Homework Requirements

Homework is expected to be submitted on time. It will be neat, thorough, legible, and fulfill the expectations

of the teacher. Approximately one-half hour per course each night is possible.

Research Papers/Writing Assignments

All research papers will be typed in MLA format. **All type written 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 an assignment is past its due date. (An absence following the due date counts as a day as well.)
- Major assignments may be handed in before the end of the day on the due date for full credit.
- If a student attends school on the day a major assignment is due, but leaves school before that class meets, they are still responsible for handing in the major assignment(s) to receive full credit. Failure to do so will result in a 10 percent reduction in the student's grade.
- 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, are expected to 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.

PLUS PORTALS

Parents and students can remain updated on a student's academic performance through the utilization of Plus Portals. Mobile apps are available for download on the iOS and Android platforms. The student app is called StudentPlus and the parent app is called ParentPlus. New students and parents will be e-mailed with an activation code at the start of the school year to establish their account.

DEFICIENCY REPORTS

Printed deficiency reports will be sent to parents of students who have a grade below 60 midway through each academic quarter. Parents are urged to contact teachers immediately upon receiving such notices. **Seniors who receive two deficiencies will not be allowed to leave school early during a last period study hall. Freshmen, sophomores and juniors who receive two deficiencies will be rescheduled into a structured study hall**

setting at the discretion of the dean of academic life for the remainder of that academic quarter. Individual exceptions to this policy are at the discretion of the dean of academic life.

STUDY HALL

All freshmen are assigned to a structured classroom study hall. Freshman can opt to move to Dining Hall study hall second semester, provided they achieve honor roll status for both quarters in the first semester. Sophomores, Juniors and Seniors report to the Dining Hall for their study hall. Students are required to report on time to their assigned study hall proctor.

If a student wishes to go to the Guidance Office during their study hall period, they should go immediately there 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.

SCHOOL COUNSELING/GUIDANCE DEPARTMENT

The School Counseling/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. Naviance is the web platform utilized by students, parents and school counselors in the college search and application process. New students and families will be setup up with a Naviance account during the fall of the year.

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 may be eligible for homebound instruction as provided by the Department of Special Education Services in the student's town of residence. The student would need to unenroll from St. Paul and enroll in the public school of their town of residence to apply for homebound instruction. Once the student is medically cleared and homebound instruction is no longer deemed necessary, the student could be considered for reenrollment in St. Paul. Parents of students so described should contact the dean of academic life.

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 school counselor, teacher, parent(s), and the dean of academic life. **All course selections are considered final as of July 31. Any changes after July 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 and students who insist on a level change against the school's recommendation must complete and sign a course override form. Parents can request to override a level recommendation of a teacher, up to one additional level. A parent cannot override a course prerequisite. 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.

If a student and their family decide to withdraw from a course, no credit will be given for the course. If a student withdraws from a course after September 30 or after February 28 for a course being offered second semester, a W (withdrawal with an average of 60 or better) will be placed on their official transcript. If the average is below a 60 at the time of withdrawal, a WF will appear on the student's transcript.

ACCEPTABLE USE POLICY FOR SCHOOL-OWNED ELECTRONIC RESOURCES

Each student who utilizes the school's network as well as computer workstations will be instructed in the proper use of said equipment.

The use of the school's network and computer workstations must be in support of educational purposes, academic research and consistent with the educational objectives of the school.

Students using the school's network or computer workstations agree to the following rules:

1. Do not use the network or computer workstations for non-academic purposes.
2. Keep the computer work area clean and do not eat or drink in computer labs and library/media center.
3. Do not copy, change, read, or use files from another user without prior permission from that user.
4. 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.
5. A student must not share their personal network login credentials with other students. The student whose credentials are used for any inappropriate behavior will be held responsible for that behavior.
6. Do not intentionally bring in, allow access to, or distribute materials or website links that may contain viruses/malware.
7. Any attempt to either hack the school's network or circumvent the network security/web filter/fire wall will be considered a serious breach of student behavior with significant disciplinary consequences as a result.
8. Do not use the school's network or computer workstations to: disturb or harass others, use inappropriate language in communications, or spread falsehoods or defamatory statements. Do not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language.
9. Promptly disclose to the teacher or administrator any information received or viewed which are inappropriate.

10. Do not use the school's network or computer workstations to engage in any illegal activity.
11. After prior notice has been given to a student from school administration, a student's files may be deleted from the system to protect the integrity of the network or because of space limitations on the network server.
12. It is understood that students have no expectation of privacy in their use of school network or computer workstations. School administration may search and examine student use of the school network or computer workstations at any time and without notice.
13. While the school provides for safeguards against inappropriate material on the Internet, 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.
14. The use of the school's network and computer workstations is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.
15. Vandalism or intentional modification of system settings on any school computer will result in cancellation of privileges and school disciplinary action. The school reserves the right to seek financial restitution for any damage caused to the school network or computer workstations by a student.
16. The school administration will deem what is inappropriate use of the school network or computer workstations, and its decision is final.

ACCEPTABLE USE POLICY FOR STUDENT-OWNED iPADS

All St. Paul students are required to have an iPad. Students agree to the following 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/safety of a student's 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. The student must comply with: any teacher's request to shut down an iPad when instructed or any teacher's request to increase the brightness of the iPad screen to enable a teacher/staff member to be able to view what is displayed on the iPad screen.
5. The student's iPad shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.

6. At no time are students allowed to make audio recordings of individuals in the St. Paul community whether it be students, faculty or staff. 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.
7. Images or video recorded at school cannot be transmitted or posted at any time without the express permission of the school administration.
8. 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 school administration for disciplinary action.
9. The use of a 4G LTE or 5G wireless connection/personal hotspot during the school day is not permitted. Students may only access the Internet through St. Paul's wireless network (SPCHS_SecureStudent) during the school day.
10. Students are only allowed to have their iPad on the school network. Any requests for additional student technology to be added to the school network must be approved through the dean of academic life. A student who joins a device other than their iPad to the school network without the approval of the dean of academic life will face disciplinary consequences.
11. The use of personal hotspots on smartphones to access the Internet on an iPad is not permitted.
12. **Students are prohibited from installing any virtual private networking (VPN) software/apps on their iPad. Students found with a VPN installed on their iPad will face serious disciplinary consequences. A first offense for having a VPN installed on an iPad will be a school detention. Subsequent offenses will carry the penalty of in-school suspension.**
13. Students should take care when choosing to name their iPad by avoiding inappropriate or offensive words.
14. Students may not attempt to send, access, upload, download, or distribute offensive, profane, threatening, harassing, obscene or sexually explicit materials using their iPad.
15. Students may not use their iPads during study hall for games, recreationally web browsing, watching videos for non-academic purposes, listening to music, etc. Any student caught doing so will receive an automatic school detention.
16. 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 in the background on the iPad. Refusal to do so will result in immediate referral to the dean of academic life.

ACCEPTABLE USE POLICY FOR STUDENTS BRINGING THEIR OWN PERSONAL ELECTRONIC DEVICE TO SCHOOL

Any student interested in bringing their own electronic device (laptop, etc.) 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. At that time, students may also

obtain permission to receive access to the school's wireless network to use with their device from the dean of academic life. A student is only allowed to bring a personal electronic device to school in conjunction with their iPad, not as a replacement for their iPad.

APPROPRIATE USE OF SOCIAL MEDIA

While St. Paul Catholic High School respects a student's decision to utilize social media in any and all forms, students must take great care to ensure that their activity on social media and the messages they send and receive are in the spirit of St. Paul's vision, mission and core values.

If the administration becomes aware of activity on social media and/or messages between students, whether inside or outside of school, which reflect negatively on the school or its students and teachers, the school reserves the right to take appropriate action to include suspension, expulsion or withdrawal from school.

There is no distinction between the creation of and/or distribution of inappropriate material. Postings/ messages that are considered by administration to be cyber bullying, sexting, etc., may be grounds for expulsion.

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 prior to undertaking the activity.

Offenses of academic dishonesty are cumulative over a student's high school career. **Therefore, a student's disciplinary record with regards to academic dishonesty is carried over from school year to the next 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 a primary or secondary source (including failure to cite direct quotes and/or use parenthetical citations and/or failure to provide a complete list of sources on a works cited page).
 - 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.

- **Students may only utilize resources explicitly approved by a teacher when taking a quiz or test.**
- 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 academic 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 a set of disciplinary guidelines to be considered for incidents of cheating:

Cheating on Homework and Class Work

- 1st offense - Zero for the grade for all parties involved, parental phone call, office detention.
- 2nd offense - Zero for the grade for all parties involved, parental phone call and one-day in-school suspension for all parties.
- 3rd offense - Zero for grade for all parties involved and potential expulsion.

Cheating on Tests, Quizzes and Projects

- 1st offense – Parental phone call, one-day in-school suspension and an opportunity to retake assessment.
- 2nd offense - Parental phone call, a two-day in-school suspension and an opportunity to retake assessment.
- 3rd offense – Parental phone call and potential expulsion.

Plagiarism

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

Grades 9 and 10

- 1st offense – Office detention, conference with teacher, parental phone call, assignment redone and resubmitted.
- 2nd offense – One-day in-school suspension, parental phone call, assignment redone and resubmitted.
- 3rd offense – Zero on assignment, one-day in-school suspension, parental phone call.

Grades 11 and 12

- 1st offense - One-day in-school suspension, conference with teacher, parental phone call and assignment redone and resubmitted.
- 2nd offense – Zero on assignment, one day in-school suspension, parental phone call.
- 3rd offense – Zero on assignment, liable for a two-day in-school suspension, parental phone call.

Any students who are class officers, NHS members, 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.

ARTIFICIAL INTELLIGENCE (AI)

While St. Paul Catholic High School respects a student's decision to utilize artificial intelligence (AI) as a resource to support their learning, it is critically important that a student understand that AI is a resource and not a substitute for the student's own original work.

The reason that the act of plagiarism has such significant consequences attached to it is because a student committing plagiarism is misrepresenting another person's work as their own intellectual property. In the same way, for a student to incorporate artificial intelligence into their work at school and not give proper credit to the AI source, is to make the same misrepresentation of intellectual property that happens with plagiarism.

Should the Dean of Academic Life, utilizing all tools at his disposal, arrive at the conclusion that a student has utilized an artificial intelligence resource without giving proper credit to the artificial intelligence source, the student's work will not be accepted, and the student may face the same disciplinary consequences outlined in the St. Paul Student Handbook for plagiarism.

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 attended St. Paul for at least two consecutive quarters and have a weighted career average of 92.00 or higher at the end of the first semester of their sophomore, junior, or senior year are academically eligible for induction in that year. Students are only capable of being eligible twice in their high school career. 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 who is outside of the school staff and knows the student in a formal context. Finally, the packet requires a resume and a sheet which the and a guardian sign in order to indicate understanding and acceptance of the NHS policies. In addition to producing these materials, applicants to the NHS will be interviewed by the NHS advisor and/or members of the Faculty Council.

In order for candidates in their sophomore year to be accepted into NHS, it is necessary to have completed, submitted, and fully documented the service hours required for sophomore year in addition to those of freshman year before the due date of the application, which for the academic year 2023-2024 will be March 5, 2024; any sophomore who has not completed, submitted and fully documented their services hours for freshman and sophomore years by the due date of the evaluation packet will not be accepted into NHS.

Strong candidates will have exhibited good character, leadership, and service in the school community. The evaluation packet will be reviewed by the five-member Faculty Council of the National

Honor Society. The Council will vote whether or not to accept each candidate; a simple majority will be decisive.

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 available from the adviser. 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 of St. Paul is 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.

GENERAL POLICIES

SCHOOL OPENING

The school opens at 6:45 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.

Students must be in homeroom by 7:45 a.m. Students entering after 7:45 a.m. are considered tardy and must immediately proceed to the Main Office for a tardy pass. After 7:45 a.m. all school doors will be locked and all students and visitors must enter through the front entrance. Once students arrive to campus in the morning, they may not leave campus until the end of the school day without a parental note submitted to the Main Office. During the school day, students are not allowed to open doors for anyone, including students or adults they may be familiar with.

AFTER-SCHOOL SUPERVISION

Once the school day ends, all students waiting for rides or for sports programs/extra-curricular activities to begin must remain in the Dining Hall where supervision is provided. The school does not bear supervisory responsibility for students remaining on campus after 4 p.m.

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 the dean of academic life.

EARLY DISMISSAL PRIVILEGE FOR SENIORS

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. Once a senior leaves campus, they may not return until 2:12. **Any senior with two deficiencies during a quarter, on academic probation, or tardy more than seven times in a school year will have this privilege suspended.**

This policy does not relate to a class reassigned to a study hall during last period due to a teacher's absence or on a day when there is an end of day school assembly/pep rally. In such a circumstance, any seniors in the reassigned class should report to study hall and remain there until dismissal at 2:12.

SCHOOL ATTENDANCE

St. Paul Catholic High School adheres to the statutes established by the Connecticut Department of Education regarding school attendance. The responsibility for compliance with this law belongs to the parent(s)/guardian(s) of the child. Students must attend school punctually and regularly and conform to the attendance policies and procedures established by St. Paul.

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. A student not physically present at school is officially marked absent.

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 mail email the Main Office at attendance@spchs.com.

If a student is absent, they are prohibited from attending or participating in 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.

A doctor's note excusing a student from the academic school day, but permitting participation in an extracurricular activity including athletics, clubs, or performing arts, will not be accepted.

EXCESSIVE ABSENCE FROM SCHOOL

A letter to parents will be sent by the dean of academic life after the 15th day of absence from school without medical documentation to support the absence.

After the 20th day of absences without medical documentation:

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 tardy and must report to the Main Office for a tardy 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 marked tardy unexcused seven times in a year without penalty. On the eighth unexcused tardy, the student will receive a school detention. On the ninth unexcused tardy, the parents will be notified by e-mail or phone call, and the student will receive a Saturday detention. Subsequent unexcused tardy violations will result in a formal meeting with the dean of student life and may result in

suspension. Seniors tardy more than seven times in a school year will result in the suspension of early dismissal privileges.

Students who are late to class are liable to receive a teacher 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.

Family vacations scheduled in June are not acceptable reasons for a student to take final exams early. Any student missing final exams due to vacation, will be allowed to makeup the exams when they return from vacation.

EARLY DISMISSAL FROM SCHOOL

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 in writing or via an email to attendance@spchs.com. St. Paul may only release a student to a person who is specifically written on the emergency sheet, unless a note is 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.

LOCKERS AND LOCKS

Each student will be assigned two lockers. Students will be encouraged to keep their locker locked at all times and use only the locker assigned to them. Lockers are the property of the school.

Students will 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 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.

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 dean of academic life.

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.

LOST AND FOUND

All lost valuables should be reported to the Main Office and all valuable items found should be brought to the Main Office immediately. 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. Students should download the "Find My" app onto their iPad to help aid in locating their iPad should they misplace it. **The school does not accept responsibility for lost or stolen items.**

SCHOOL DELAYS/CANCELLATIONS

In case of inclement winter weather, hurricane warnings, etc., St. Paul Catholic High will notify individual families directly by email, by phone through our Voice Reach system, as well as on local TV stations. Information can also be accessed on the school website www.spchs.com.

School delays per the policy of the Bristol Public Schools are two hours, but out of town busing will run on a 90-minute delay schedule.

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.

BUS 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 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. 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 7:45 a.m. each morning and from 2:15 p.m. until 3:00 p.m. on Monday-Thursday. It is a place for students and faculty to study, use library materials and equipment, and for reference and research. 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.

REPRESENTING ST. PAUL IN THE MEDIA

Students may not represent the school in newspapers, on television, social media, the Internet, radio programs, or at public appearances without the approval of the President/Chief Administrator of St. Paul.

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/seats.**

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 hearing 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. Silence 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.

EMERGENCY ESCAPE WINDOWS

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

SCHOOL SECURITY

The safety of our students, faculty and staff is paramount. St. Paul faculty/staff have been trained by the Bristol Police Department in A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) active shooter response preparedness. Our training and practices are reviewed annually at the beginning of each new school year with all members of the St. Paul community. Student drills will be conducted each semester. Parents will be notified, in advance of a drill, testing our *Voice Reach* emergency response automated telephone system.

External Lockdown – (Potential threat outside of building)

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, social media or the Internet.
6. Disregard all bells and ignore any fire alarms without prior notification from administration over the intercom.
7. Wait for further instructions from the administration.

Internal Lockdown – (Intruder inside of building)

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. Shades on classroom doors should be pulled.
4. Classroom lights are to be turned off. Pile desks in front of classroom doors.
5. Do not use the telephone, radio, cell phone, television, social media or the Internet.
6. Disregard all bells and ignore all fire alarms without prior notification from administration over the intercom.
7. Students should follow the directions/instructions of the classroom teacher/staff member present with them.

PROCEDURES FOR NON-CLASSROOM AREAS

Dining Hall – Depending on the location of the intruder, students will either move to the gym and follow further directions or evacuate the building.

Gym – Students will follow further directions from teacher/staff member on the scene.

Library – Doors will be locked. Students will move to the study 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 POLICES

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 demonstrate a sense of modesty. **Students who frequently need to be reminded about dress code violations (i.e. tucking in of shirts, inappropriate shoes, shaving, etc.) will be liable to lose alternative dress privileges.**

Boys Uniform

- Uniform pants, khaki color, flat or pleated front. From the start of school to October 31 and after April vacation khaki or navy chino Bermuda shorts purchased from Dennis or Lands’ End are allowed.
- Solid brown or black leather dress belt.
- 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.
- 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 may be worn. Shirttails must be tucked in. Shirts must be appropriately buttoned. An appropriate dress tie of regular length tied at the neck or an appropriate bow tie is allowed.
- Only white tee shirts under the uniform shirts is permitted. Tee shirts cannot have 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.

- **Shoes will be brown or black leather dress shoes or brown or tan boat shoes. Solid color, classic slip-on Vans or solid color, alpargata Toms or knock-offs are allowed. No sneakers, boots, moccasins, crocs, sandals, or slippers. Please reference the slideshow on the St. Paul website under Student Life Documents.**
- Socks must be worn. Socks must match.
- The Dennis or Lands' End navy fleece quarter-zip jacket is an additional option. The navy-blue St. Paul Catholic crew neck sweatshirt from Lands' End is also a cool weather option. The 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). From the start of school to October 31 and after April vacation khaki or navy chino Bermuda shorts purchased from Dennis or Lands' End are allowed.
- Solid brown or black leather dress belt required for pants.
- Women's Lands' End School at-the-knee-length 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. Long-sleeve undershirts may not be worn under short-sleeve shirts.
- **Shoes will be brown or black leather dress shoes or brown or tan boat shoes. Solid color, classic slip-on Vans or solid color, alpargata Toms or knock-offs are allowed. No open toed shoes. No sneakers, boots, moccasins, crocs, sandals, or slippers. Please reference the slideshow on the St. Paul website under Student Life Documents.**
- Pantyhose, tights, knee socks or ankle socks must be worn. Socks must match.
- Navy blue 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 navy-blue St. Paul Catholic crew neck sweatshirt from Lands' End is also a cool weather 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 a Saturday detention and/or lose further alternative dress privileges.

SENIOR PRIVILEGES – MODIFIED DRESS

(Beginning with fourth quarter 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 CODE REGULATIONS

- Boys must be clean shaven.
- Boys' hair may not be longer than an inch above the top of their shirt collar and must be neat and well kept.
- Boys may not tie their hair in a ponytail, queue, or man bun.
- Boys may not wear facial makeup or paint their fingernails.
- Sideburns may not be lower than the earlobe.
- Students with hairstyles that are deemed inappropriate by school administration will not be allowed to attend school until the hair is appropriately styled. Inappropriate styles would include but are not limited to: spikes, designer lines shaved into the head or mohawks.
- No earrings for boys. If a boy decides to pierce his ear(s) while a student at St. Paul, the stud must be covered by a band-aid while the piercing heals.
- 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 an unnatural color.
- 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. All dress code regulations are in effect for St. Paul students while on school property or attending an official school event off property. The administration reserves the right to determine violations as they occur, whether or not stated explicitly in the Student Handbook.

TEAM AND CLUB ATTIRE

Students who are members of a team/club may wear their team/club approved apparel on game day/club day during their sports/club's season. Clubs must seek permission from the dean of student life to wear applicable attire at certain times. Any team/club attire is to be worn over the St. Paul uniform shirt.

DISCIPLINARY POLICIES

DRUGS/ALCOHOL

The use or possession of drugs, drug paraphernalia, or alcohol are prohibited and are grounds for immediate expulsion. If a student refuses a reasonable search, he/she may be asked to withdraw from the school, 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.

VAPING/TOBACCO

"The recent surge in e-cigarette use among youth is a cause of great concern. We must take action now to protect the health of our nation's young people." That is a quote from the Surgeon General's Advisory on E-cigarette Use Among Youth. St. Paul is committed to educate our students and their parents in an effort to curtail this nation-wide epidemic. The full Advisory and other resources and information are available here: <https://e-cigarettes.surgeongeneral.gov/>. Here are a few quick facts just to get your attention:

- Statistically, 1 in 5 high school students in the U.S. reported using e-cigarettes in the past month.
- Some e-cigarettes may contain as much nicotine as a pack of 20 regular cigarettes.
- Nicotine exposure during teen years can disrupt normal brain development. It can have long-lasting effects, like increased impulsivity and mood disorders.
- Vaping can expose the user's lungs to harmful chemicals like formaldehyde, diacetyl and acrolein as well as toxic metal particles like nickel, tin and lead.
- Inhaling diacetyl has been linked to popcorn lung, a lung disease that doesn't have a cure.

While we want to work to educate our students, we would be remiss if we did not make a strong effort to deter the use of vaping and tobacco products. Therefore, any student found using or in

possession of tobacco or vaping products will be liable for the following consequences:

1. Parental notification.
2. Out of school suspension for 3 days.
3. Suspension from using student bathrooms; student will be required to use bathroom in the Main Office.
4. Suspension from participation in sports teams, performing arts productions, school leadership positions, etc.
5. Potential cost of lab testing of the student and/or the contents of the e-cigarette or vape pen.

A repeated offense of vaping/tobacco use is grounds for expulsion.

CONDUCTING SEARCHES OF STUDENTS

Upon reasonable suspicion of inappropriate activity that may subject a student to any level of discipline, or in the interests of safety of students and staff, the President/Chief Administrator or his designee, may search students' desks, lockers, personal belongings, and anything brought onto school property including, but not limited to, automobiles, handbags, briefcases, purses, backpacks, clothing, cell phones or other electronic devices and the content within such devices such as e-mails, photos, messages, social media or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity.

BULLYING POLICY

Bullying and intimidation are actions that are contrary to the teachings 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 will result in disciplinary action, including suspension and/or expulsion from school. Bullying is defined as 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, in which the acts are repeated against the same student over time. Students and parents may file verbal or written complaints concerning suspected bullying behavior with school administration, and students shall be permitted to anonymously report acts of bullying to teachers, school counselors or school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action will be taken against the perpetrator, consistent with his/her rights of due process.

HAZING POLICY

The school will not tolerate any form of hazing. Hazing is defined as an initiation process likely to cause physical harm or personal degradation. 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.

LASER POINTERS

Laser pointers are not allowed and will be confiscated.

CELL PHONES

Students will place their cell phone in the provided cell phone caddy in each classroom at the start of each class period and retrieve it at the end of class.

Students are not allowed to be on their phone during study hall and lunch periods. A student found with a phone out during the study hall or lunch will have the phone confiscated and given to the dean of student life. The student may pick up their phone at the end of the school day in the Main Office.

Students may not join their phone to the school network without permission from school administration.

Students may seek permission to use a cell phone from a teacher/staff member for essential purposes only.

The second time a phone is confiscated; a student will receive an office detention. For a third offense, a student will receive a Saturday detention and their parents will be notified. For a fourth offense, a student will be required to drop off their phone at the Main Office each morning before school and pick it up at the end of the school day for a minimum of one week.

A student may not use their phone to record video or take photographs of a person or persons at school without the permission of everyone in the photo/video.

HEADPHONES/EAR BUDS

Students may only have headphones/ear buds in their ear(s) during class **with permission of a teacher**. Students are allowed to use headphones/ear buds during their study hall period. Any student found with headphones on or with an ear bud(s) in their ear without a teacher's permission, will have it/them confiscated and turned in to the Main Office. Students can pick up their headphones/ear buds at the end of the school day. Consequences for violating this policy match the consequences for student phone violations.

GAMBLING AND CARD PLAYING

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

GUM CHEWING

Gum is not permitted in school, including the Dining Hall.

DINING HALL

Backpacks are not permitted in the lunch line. Dining Hall staff and property should be respected at all times. **At no time is it permitted or acceptable for a student to be behind the lunch counter.** Any student found behind the lunch counter will face disciplinary consequences.

The Dining Hall is the only place in the building where food is permitted. Students must arrive in the Dining Hall within the allotted passing time. No student is allowed to leave the Dining Hall 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 school administration.

HALLWAYS

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

STUDENTS LEAVING CLASSROOM DURING CLASS

Any student requesting to leave class during the class period (bathroom, locker, etc.) must sign out in the classroom log book and sign back in upon return to the room.

STUDENT DRIVER PRIVILEGES

All student vehicles must be registered with the dean of student life and all cars must display a numbered parking sticker. **A parking registration fee of \$50 per semester, \$75 per year is required.** Any student parking a car on campus without an official St. Paul sticker will receive an office detention.

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, staff 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 obtain permission and an escort 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.

DISCIPLINARY CONSEQUENCES

TEACHER DETENTION

A teacher 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 or the dean of academic life for violations of school rules such as:

- disrupting a class;
- inappropriate language;
- school uniform violation;
- tardiness to school;
- failure to report for a teacher detention;

- presence in corridors, stairwells, or bathrooms without permission while classes are in session;
- loitering in the parking lot;
- violation of Dining Hall procedures;
- failure to display official St. Paul parking sticker on vehicle
- 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 detention. Students who are assigned three or more office detentions in a month may be liable for suspension.**

The student will receive one copy of the office detention form assigning him/her to serve the office detention between 2:20 to 3 p.m. on a designated date. Students must report on time to Library/Media Center, in uniform, and prepared to do quiet academic work without electronics. Failure to report on time will result in an additional office detention. Students are not allowed to arrange a day convenient to their schedules. Another copy of the office detention form will be kept in the student's disciplinary file. The third copy will be mailed to the parents. Office detentions take precedence over employment, athletics or extracurricular activities.

SATURDAY DETENTION

Saturday detention will be held from 8-11 a.m. and will be scheduled as needed. A Saturday detention will be issued at the discretion of the dean of student life or dean of academic life for violations for which suspension is inappropriate and an office detention is insufficient.

A student is liable Saturday Detention for the following offenses:

- failure to report to an office detention;
- for the second and subsequent office detentions issued in a month;
- excessive tardiness;
- repeated uniform violations;
- disruptive behavior at home or away athletic contests or extracurricular activities;
- failure to follow fire drill/lock down procedures;
- attendance at or participation in an extracurricular activity on the day of an absence;
- cutting any classes (no credit given or makeup work allowed);
- presence in an area of the school considered off limits to students;
- other offenses for which office detentions have previously been given;

The violations stated above are not to be considered inclusive.

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 or dean of academic life, parents will be notified of the violation. The length and type of suspension (internal/external) will be determined by the dean.

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/hazing in any form toward other students;
- cheating;
- truancy;
- insubordination, vandalism, or any other inappropriate behavior on the school bus;
- accessing inappropriate material through school network;
- unauthorized access to the school network or distribution of network credentials to other students;
- disrespect or insubordination towards any faculty or staff;
- leaving school grounds;
- fighting;
- possessing or using a vape pen in school, on school grounds, or at home or away athletic contests;
- 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 a signature;
- unauthorized presence on school grounds;
- tampering with lockers and their contents;
- vandalism;
- behavior offensive to the school community;
- failure to be truthful and forthcoming during an investigation.

The violations stated above 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.
- 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 classes.

SUSPENSIONS FROM EXTRACURRICULAR ACTIVITIES

Suspension from extracurricular activities may be issued at the discretion of the dean of student life or the athletic director for violations for which suspension is insufficient and expulsion is inappropriate. A student will be removed from extracurricular activities for a specified length of time which may include suspension for an entire sports season.

EXPULSION

A student is liable for expulsion following a conversation with the President/Chief Administrator 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;
- 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 or network without proper authorization;
- bullying/hazing.

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.

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. Dean
3. President/Chief Administrator

PARENT/GUARDIAN RELATIONSHIP WITH SCHOOL

In registering and enrolling at St. Paul Catholic High School, parents/guardians agree to comply with and support disciplinary decisions as outlined in the school's discipline policies and abide by the published Student Handbook.

In enrolling a child at St. Paul Catholic High School, parents acknowledge that the administration may engage in discussion with their child about matters pertaining to behavior and/or academics without prior parental notification.

Parents are not entitled to knowledge of or access to academic, disciplinary, health financial or other records of another student enrolled in the school.

The education of each child is a partnership between parents and St. Paul Catholic High School. If the administration determines that the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw their child.

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 permission to go to the health room 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 Dining Hall 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 completed by the teacher who observed the incident and kept on file. In the case of an unobserved accident, a report will be completed by the teacher on duty in the hall, outside, or in the Dining Hall.

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 or shared with 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 room.
- **Students are not allowed to bring or have in their possession any prescription or over the counter medications in school.**
- **Medications in the health room are only available to students during regular school hours. Medications are not available to any students for 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.

IMMUNIZATIONS

All students must have required immunizations prior to being allowed to attend St. Paul unless exempted by law.

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:

Blue Key Club
Bowling Club
Chess Club
Data Analytics Team
Debate Club
Everything Comics Comic Book Club
French Club
Kaleidoscope – School Yearbook
Kids Kicking Cancer
Language and Culture Club
Math Team
Mission Club
National Honor Society
Performing Arts (Drama/Band/Chorus)
Respect Life Club
Sewing Club
Spanish Language and Culture Club
Student Government
United Way Youth Board

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 only open to St. Paul students, but guests are admitted by invitation for certain dances. 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 student grooming/appearance, smoking, the use or influence of alcohol or drugs, vaping 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.

POLICY FOR TRYOUTS

Student only have the right to try out and be fairly evaluated. Students do not have the right to play on a team or have a part in the school play/musical. **Participation on an athletic team, in the performing arts or as part of an extra-curricular group/activity is a privilege.**

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

ATHLETIC POLICIES

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, a strong work ethic, 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 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, or a college visit or funeral.
4. Valid reasons for tardiness to practice and/or games must be presented to and approved by your coach. (Teacher and office 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 Program, in an attempt to set forth uniform rules of behavior, 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. Parents are reminded that they are ambassadors of St. Paul Catholic High School and as such should treat visiting teams, parents and officials with respect. Behavior deemed

inconsistent or inappropriate by the coach or athletic director will be liable for dismissal of the parent from the event.

7. Athletes will not wear cleats of any type in the gym or any other part of the school building.
8. Responsible behavior is expected by student 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.
9. 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 including e-cigarettes 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 Dining Hall 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.

STUDENT ATHLETE TEAM CONTRACT

All student athletes will review and sign a team contract with their coaches at the start of the season that reinforces their expected standard of behavior on and off the field of play with extra emphasis placed on the school's drug & alcohol policy.

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.
4. Once clearance is received from the physician, the athletic director makes the final determination if an athlete can play in a game and will inform the head coach of such decision.

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 the St. Paul Catholic High School policy works to cover any remaining claims.

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 then 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 services for our home contests.

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 junior or senior 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 who contributed positively to their respective varsity team.
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.

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 director.

CAPTAINS SELECTIONS

Athletic programs each have their own process for nominating and selecting captains. Once potential captains are identified each coach will submit captain applications of those wishing to be a captain with his/her recommendation. The athletic director will review students’ essays and applications with the President/Chief Administrator, dean of academic life and dean of student life to approve the team’s selections. Final captain approval will also include a sign off by each of the student athletes’ teachers.

ST. PAUL DETENTIONS, SUSPENSIONS AND ACADEMIC ELIGIBILITY

Academics are a priority at St. Paul--all academic responsibilities come before any extracurricular activity. Athletes are encouraged and expected not to earn disciplinary detentions. However, if a teacher or office 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 with an incomplete grade in a given course at the end of a quarter will be on academic probation until the missing work is submitted. A student who fails to complete their required service hours by June 30, 2023, will be placed on academic probation until the student has successfully caught up on all overdue service hours. At that time, the student will receive a formal letter from the dean of academic life indicating that they have been removed from academic probation. A student becomes ineligible to participate in a *game* or *practice* once grades have been submitted and the athletic director, coaches, parents and student have been notified. 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 (CIAC) 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. a student will not be allowed to start a season or compete during a season in which his/her 20th birthday falls;
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. no student-athlete shall participate in the same branch of athletics more than four seasons in grades 9-12 at any school;
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.

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.

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.

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

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.

Golf	Tennis
Lacrosse	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 multiple 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. Boing and jeering of officials or members of opposing teams is completely opposed to the spirit of St. Paul and the CIAC rules.

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	Softball Outdoor Track

SCHEDULE OF CLASSES 2023-2024
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	Regular	Mass/Mid-Day Assembly Schedule	Monday Morning Assembly Schedule	Afternoon Assembly Schedule	2-Hour Delay Schedule	House/Advisory Schedule	Noon Dismissal (No Lunch)
Homeroom	7:45-7:51	7:45-7:51	Assembly 7:45-8:05	7:45-7:51	9:45-9:51	7:45-7:51	7:45-7:51
Period 1	7:55-8:35	7:55-8:24	8:09-8:47	7:55-8:25	9:57- 10:20	7:55-8:32	7:57-8:24
Period 2	8:39-9:19	8:28-8:57	8:51-9:29	8:29-8:59	10:24-10:47	8:36-9:13	8:28-8:55
Period 3	9:23-10:03	9:01-9:30	9:33-10:11	9:03-9:33	10:51-11:14	9:17-9:54	8:59-9:26
Period 4	10:07-10:47	9:34-10:03	10:15-10:53	9:37-10:07	11:18-11:41	9:58-10:35	9:30-9:57
Mass/Assembly		10:03-11:21				10:39-10:59	
Period 5	10:51-11:31	11:25-12:31	10:57-11:35	10:11-10:41	11:45-12:51	11:03-11:40	10:01-10:28
Period 6	11:35-12:41	12:35-1:04	11:39-12:45	10:45-11:15	12:55-1:18	11:44-12:50	10:32-10:59
Period 7	12:45-1:25	1:08-1:37	12:49-1:27	11:19-11:49	1:22-1:45	12:54-1:31	11:03-11:30
Period 8	1:29-2:09	1:41-2:10	1:31-2:09	11:53-12:59	1:49-2:12	1:35-2:12	11:34-12:00

Lunch Waves	11:35-11:55	11:25-11:45	11:39-11:59	11:53-12:13	11:45-12:05	11:44-12:04
	11:58-12:18	11:48-12:08	12:02-12:22	12:16-12:36	12:08-12:28	12:07-12:27
	12:21-12:41	12:11-12:31	12:25-12:45	12:39-12:59	12:31-12:51	12:30-12:50

EIGHT PERIOD DAY – SECOND AND THIRD PERIODS LOCKED

Time	Day One	Day Two	Day Three	Day Four	Day Five	Day Six
7:45-7:51	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
7:55-8:35	A	D	E	F	G	H
8:39-9:19	B	B	B	B	B	B
9:23-10:03	C	C	C	C	C	C
10:07-10:47	D	E	F	G	H	A
10:51-11:31	E	F	G	H	A	D
11:35-12:41	F	G	H	A	D	E
12:45-1:25	G	H	A	D	E	F
1:29-2:09	H	A	D	E	F	G