

St. Paul High School



ST. PAUL HIGH SCHOOL
COLLEGE PREPARATORY

2018-2019 Student / Parent Handbook

ST. PAUL HIGH SCHOOL
9635 Greenleaf Avenue, Santa Fe Springs, California 90670
Telephone: 562-698-6246 Fax: (562)696-8396 www.stpaulhs.org

ADMINISTRATION

Mrs. Kate Aceves
Principal

Mr. Matthew Elliott
Assistant Principal, Operations

Mr. Robert Miller
Assistant Principal, Advancement

Mr. Mike Alvarez
Campus Minister

LEADERSHIP TEAM

Mrs. Mary Anderson
Athletic Director

Mr. Charles Gandara
Activities Director

Mr. George Favell
Dean of Curriculum and Instruction

Mr. Greg Dixon
Dean of Students

ACCREDITATIONS

Western Association of Schools and Colleges * Western Catholic Education Association

MISSION STATEMENT

St. Paul High School is a Catholic, coeducational high school rooted in the values of the Gospel and Church Tradition. We promote and nurture students' talents, moral development, spiritual growth, and self-discipline. As a family, we challenge students to grow in their knowledge and love of God, to strive for academic, artistic, and athletic excellence, and to work toward building a more just society.

School Profile

Founded: 1956

Colors: Navy Blue and White

Mascot: Swordsmen

Patron: St. Paul the Apostle

Motto: Christ Lives In Me

Crest: Sword, Shield, Scroll, and Laurel Wreath

The Administration reserves the right to update, clarify, and interpret the rules and regulations of this Handbook as it sees fit during the course of the school year. Students and parents will be notified of such amendments.

SCHOOL PHILOSOPHY

St. Paul High School provides a challenging, coeducational, college-preparatory education in the Catholic tradition. In keeping with this tradition, the precepts of the Gospel and the teachings of the Church guide curriculum, programs, and activities. Students are challenged to pursue academic success by utilizing their talents and abilities. Realizing that society is ever-changing, we are committed to developing the character and skills which will help students actively participate in today's world. As Jesus encouraged the disciples to be one in Spirit, we strive to build community. The "St. Paul Family" values mutual concern for one another in a spirit of collaboration and an awareness of our obligation to be responsible citizens. As Christians, we are conscious of our mission to work toward social justice, academic excellence, spiritual growth, athletic success, and artistic development. We encourage our students to demonstrate integrity and honesty in their daily lives, to be considerate of individual rights and properties, and to have respect for all. Acknowledging that parents are the primary educators of their children, we collaborate in building a stronger sense of community and support one another in the nurturing of the spiritual and academic growth of our students.

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ST. PAUL HIGH SCHOOL'S INTEGRAL STUDENT OUTCOMES (ISOs)

St. Paul graduates are people of:

FAITH *who*

1. nurture their relationship with God, value prayer and participate in the Sacramental life of the Church.
2. develop an informed conscience on moral issues and display a Christian approach in thought, word, and action.
3. understand Catholic Christianity through the study of and reflection on Catholic doctrine, Tradition, and Scripture.
4. demonstrate respect for life and a healthy integration of mind, body, and spirit.

ACADEMIC EXCELLENCE *who*

5. demonstrate logical, critical, and imaginative thinking through effective, articulate communication.
6. demonstrate achievement of academic curricular requirements in order to pursue and succeed in post-secondary education.
7. pursue life-long learning in order to fulfill their vocation.
8. demonstrate a work ethic of perseverance and self-discipline.
9. utilize technology to access, interpret, evaluate, and present information.

CITIZENSHIP *who*

10. exhibit knowledge and appreciation of various cultures with the ability to live in a global society.
11. make positive choices reflecting an understanding of their social and personal responsibilities.
12. understand, value, and work towards social justice by contributing their time, energies, and talents in order to improve the quality of all life.
13. contribute to the continued growth and development of our school community.

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ADMISSION

St. Paul High School, founded in 1956, is a Catholic, Archdiocesan, college preparatory school for boys and girls, accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association. The school was established at the

request of local parishioners to provide a quality, Catholic co-educational high school for the area's youth. We are known for producing well-rounded young men and women and for our challenging comprehensive academic program.

St. Paul believes that coeducation is a realistic environment for social and academic development. While stressing the highest standards of academic excellence, our training of the whole person reaches beyond academics. Our strong Catholic belief of knowing our faith and thus being strengthened to serve others, our programs in the visual and performing arts, student government and leadership, our wealth of athletic activities, challenge our students to develop their powers of self expression to the fullest. Upon entering St. Paul High School, a student finds a proud tradition and spirit-filled community that has existed for over fifty years.

The admission process for incoming 9th graders includes:

1. a completed application.
2. a completed Confidential Report by the principal and eighth grade teacher of the student's present school.
3. payment of application fee.
4. placement test results, 7th and 8th grade transcripts, and 7th and 8th grades standardized test scores.
5. a pre-admission interview.
6. other information as requested by the school.

The admission process for students transferring from another high school includes:

1. a completed application and payment of application fee.
2. a transcript of grades.
3. completed recommendations from the principal and teacher from the present school.
4. a letter of intent from the student addressed to the Principal of St. Paul High School indicating reasons for the requested transfer.
5. clearance of debt from the principal of the student's present school.
6. a family interview may be required.

Upon submission of the above materials, an evaluation will be made on admission status.

WITHDRAWAL PROCEDURE

There is a withdrawal process in place to ensure that all materials have been returned to the school and financial responsibilities have been met. An exit interview is required for all families choosing to withdraw. The interview is conducted with the principal or designee.

Transcripts will not be available until the process is completed.

READMISSION

Students who have been asked to leave the school for disciplinary reasons may not be readmitted to St. Paul High School.

NONDISCRIMINATION POLICY

St. Paul High School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, program and activities generally accorded or made available to students at the school. St. Paul High School does not discriminate on the basis of sex, race, color or national and ethnic origin in admission policies, the administration of educational policies, scholarship and loan programs, athletic, and other school-administered programs.

ACADEMIC PROGRAM

The college preparatory curriculum is designed to fulfill the requirements for college admission. The course of studies is determined by certain academic policies of St. Paul High School, the Archdiocese of Los Angeles, the State of California, student choice, and guidance offered by parents, teachers, and counselors.

A well-planned program of studies will help the student to:

- grow spiritually, mentally, physically, and socially.
- meet college admission requirements. .
- develop desirable vocational interests.

In general, a college preparatory course of studies includes the following:

English 40 units
Mathematics 30-40 units
Languages Other Than English (LOTE) 30-40 units
Social Studies 30-40 units
Laboratory Science 30 units

In order to be eligible for admission to colleges and universities, grades of "D" and "F" must be made up the summer following the affected semester at St. Paul High School.

Electives should be chosen:

- to meet the University of California prerequisites.
- to provide practical work skills in technology.
- to provide cultural and recreational experiences such as theater arts, music, chorus, physical education, etc.

GRADUATION REQUIREMENTS

A senior who fails to fulfill graduation requirements prior to graduation may not be permitted to participate in the ceremony and may be exempt from graduation activities.

- A minimum of two hundred forty (240) units of credit is required for graduation from St. Paul High School
- Students must be enrolled in six (6) five-unit classes each semester for four years
- Each semester course completed with a grade of D or better merits 5 units; each year-long course completed merits 10 units

The specific graduation requirements are:

| | |
|-------------------------------------|-------------------|
| Religion | 40 units |
| English | 40 units |
| Social Studies | 30 units |
| Physical Education | 10 units |
| Health | 5 units |
| Mathematics | 30 units |
| Visual and Performing Arts | 10 units |
| Languages Other Than English (LOTE) | 20 units |
| Science | 20 units |
| Electives | 35 units |
| Christian Service | 25 hours per year |

The Social Studies requirement must include World History (10 units), U.S. History (10 units), Economics (5 units), U.S. Government (5 units).

Marching Band (two 5 unit semesters) may replace the Physical Education requirement. Students who have a physical disability and are unable to participate in outdoor P.E. must obtain a letter from their physician. Students are required to complete a minimum of 25 Christian Service hours per academic year.

The Principal reserves the sole authority to waive a graduation requirement in a specific instance.

Freshman (0-60 Credits)

Required: Religion, English, Mathematics, World History, Physical Education, and Foreign Language (LOTE), 25 Christian service hours per year.

Sophomore (61-120 Credits)

Required: Religion, English, Mathematics, Science, Foreign Language (LOTE), Visual or Performing Arts, 25 Christian service hours per year.

Junior (121-180 Credits)

Required: Religion, English, U.S. History, Science, Mathematics, 25 Christian service hours per year.

Senior (181-240 Credits)

Required: Religion, English, Government (1 semester), Economics (1 semester), 25 Christian service hours per year.

A curriculum catalogue is published annually and made available to all students and parents.

ADVANCED PLACEMENT/HONORS COURSES

St. Paul High School participates in a nationwide program of college-level instruction in high school conducted by the College Board. Students are prepared to take college-level examinations in English, European History, U.S. History, American Government Languages Other Than English (LOTE), Studio Art, and Calculus. Through AP's college-level courses and exams, students may earn college credit and advanced placement and stand out in the college admissions process.

It is required that students enrolled in Advanced Placement courses take the National Advanced Placement Examination. The required fee must be paid at the beginning of the second semester.

Honors courses cover the material in greater depth and breadth and require from the student a higher level of critical thinking, self discipline, creativity, and involvement. Students who complete an honors course with a "C" or better will earn an extra grade point.

CREDIT DEFICIENCIES AND ACADEMIC DISMISSAL

- all failing grades incurred during the school year must be made up during the following St. Paul summer session if the student is to return to the school in August.
- a student who forfeits credit in three or more classes within the school year may be asked to withdraw from St. Paul High School after review by the principal or designee.
- if the subject failed is a required course, the same subject must be retaken; if an elective, another course approved by the counselor may be taken.
- students must make-up credit deficiencies at St. Paul summer school if the course is offered. In the case where the course is not offered at St. Paul High School, the student is permitted to take the course at a community college, another Catholic high school, WASC accredited high school, or approved on-line courses. The Dean of Guidance must approve all courses in advance. The principal reserves the right to make exceptions to this policy.

ACADEMIC COURSE REQUEST

Selection for classes for the next school year takes place during the second semester. The counselors begin the process by providing the Academic Course opportunities. The process is an active dialogue among the counselor and student. These forms must be completed and submitted with parent signature and registration fee to the Main Office within the established registration deadlines.

CLASS SCHEDULE CHANGES

Students qualify for courses by meeting prerequisites. A change of schedule requires the approval of the counselor. Normally, no student or parent initiated requests will be considered after two (2) weeks from the beginning of the semester. Any parent initiated schedule change will result in a \$250 processing fee.

TRANSFER CREDITS

Students who take enrichment courses (electives) at other schools may have those credits added to their St. Paul High School transcript, if the student was given prior approval from the Dean of Guidance. Additionally, courses required for graduation or required prerequisites must also be pre-approved by the Dean of Guidance.

SUMMER SCHOOL

Summer School consists of 60 hours of course work and is held after the second semester examinations. Summer School has the following purposes:

- to enable students who have earned "D"s or "F"s in their classes to make up grades or credit deficiencies.
- to allow students to satisfy certain class pre-requisites.
- to give students opportunities to take enrichment courses.

If a class is being offered at St. Paul, the class must be taken at St. Paul. The Dean of Guidance must approve all requests before classes can be taken elsewhere for credit.

Courses designed to remediate a grade qualify for academic credit. Courses taken to make-up academic failures will be indicated on the student's transcript; "D" and "F" grades will not be deleted from the transcript.

Courses taken for remediation cannot earn academic credit for the same subject matter even though a second grade is issued based on repeating the course. Both grades will be recorded on the transcript; the grade point average will be computed using the higher grade.

GRADING POLICY

Parents and students should understand the requirements for each grade and monitor the student's progress on PowerSchool. Each academic department has established category weights and grading policies.

Religion courses are considered to be academic courses. Grades in religion courses are based on academic achievement and not on a student's religious affiliation, personal belief or practice.

GRADE POINT AVERAGE

Grade points are awarded according to a four point scale: A (90% -100%)=4 points; B (80%-89%)=3 points; C (70%-79%)=2 points; D (60%-69%)=1 point; F(0%-59%)=0 points.

Students who take honors level classes or an advanced placement course, receive an extra grade point for a "C" grade or above. To compute the total (cumulative) grade point average (GPA), add up all grade points and divide that sum by the number of classes taken.

RANK IN CLASS

A student's rank in class is determined by his/her total (cumulative) grade point average.

GRADE CHECKS

Teachers are required to update once a week in PowerSchool. Grade checks are only informal estimates of current progress. Since grading reports are issued four (4) times a year, grade checks will not be given within two weeks prior to exams.

REPORT CARDS

Semester Report Cards

St. Paul High School mails official report cards to parents at the end of each semester. Only the grades printed on the semester report cards are transferred to the student's permanent record.

Quarter Report Card

Quarter grades are not part of the student's permanent record. However, these grades represent approximately 40% of your student's semester grade, and will determine their eligibility. Quarter Report Cards are to be picked up during the Parent/Teacher Conferences. This will only serve as a source of information on the progress of each student. For students who are at risk of receiving a "D" or "F" in the current grading period, this will serve as the first notification of serious deficiency.

PARENT MEETINGS

Back to School Night

Parents are required to attend the annual Back to School Night to meet their son/daughter's teachers and familiarize themselves with school policies and daily procedures.

Parent-Teacher Conferences

Parent-Teacher Conferences are held after the first and third quarter grading periods and are intended for parents to discuss their student's academic progress. Report cards will be distributed at Parent-Teacher Conferences.

ELIGIBILITY

Participation in extracurricular activities is a privilege and not a right. Prompt and regular attendance at school is paramount to student academic success in each grading period. The grading periods are defined as the first quarter, first semester, third quarter and second semester.

In order to try-out or participate in any extracurricular activity all students must:

- be making satisfactory academic progress as defined by the school. Any student achieving less than a 2.0 grade point average at the end of any grading period will be removed from all extracurricular activities for the next grading period.
- exhibit satisfactory conduct.
- must have attended three complete class periods of school on the day (or half-school day equivalent) of a practice or a competition if either fall on a school day. Exceptions must have explicit prior approval of the Athletic Director. Failure to follow these guidelines will jeopardize a student's eligibility for future practices or contests.

ATHLETIC ELIGIBILITY APPEALS PROCESS

- Recognizing that academics is paramount to the success of the student and that the time commitment to a team can be challenging, the administration of St. Paul High School offers student athletes relief within the guidelines established by CIF.
- Students may only be granted the appeal once in grades 9 and 10 and once in grades 11 and 12. Semester 2 grades may not be appealed because of the benefit of summer school remediation. In order to be eligible for consideration, the student has earned no more than one failing grade (F). Regular and prompt attendance is also required to be eligible for this process.
- Students are ineligible to participate in CIF sanctioned events until the paperwork is complete and signed by the student, parent, and approved by an administrator

TRANSCRIPTS

Upon the written request of the parent or the student, the school will furnish an official copy of the student's transcript or forward it directly to a college or potential employer. In compliance with federal law, the parent, or the student (if he/she is over 18) must so authorize the school in writing, on the official form available from the Registrar. The first copy of the transcript is supplied free of charge. Subsequent copies cost \$5.

All grades earned, including marks in courses that are repeated, appear on the student's transcript. The higher grade earned in a course that is repeated is used to calculate the student's GPA, but both grades will appear on the student's permanent transcript.

ABSENCE AND ACADEMICS

Regular and prompt attendance at school is paramount for academic success. Parents have a serious moral and legal obligation to ensure their children attend school regularly. Participation in class is considered an important part of the student's educational development.

Parents/Guardians must call the Main Office between 7:30 AM and 9:30 AM each day the student is absent.

- **Students who are absent from school must present a note on the first day back to the Main Office, with an explanation from a parent or guardian. If the student fails to produce a signed note, the absence will be considered unverified and no make-up work will be permitted. Students will serve a 30 min. after school detention daily until the signed note is turned in to the Dean. Make-up work is only permitted when the student brings the signed note on the first day returning to school after an absence.**
- A student who is absent for three or more consecutive days due to an illness may be asked to have his/her absence verified by a doctor's note before re-admittance to classes. This verification may be requested by an administrator. Without this note, a student will not be allowed to attend classes and may be sent home. Cases of long-term hospitalization, contagious diseases as defined by the Los Angeles County Health Department, or prolonged serious illness will be adjudicated by the Principal. Teachers will be notified by the Principal if prolonged absences are going to occur. The school reserves the right to demand a doctor's verification.
- If a student is going to be absent for more than three days, parents should call or email the student's individual teachers and request homework assignments.
- In the case of an extended absence, and if homework has been assigned, it is the responsibility of the student to complete and return such assignments to the teacher as soon as possible
- The Principal, or designee, will make all final determinations concerning excused and unexcused absences.
- Students must be conscientious about attendance and tardies. Attendance is recorded by the teacher and is reported using the PowerSchool system daily.

SCHOOL-SPONSORED ACTIVITIES

- It is the student's obligation to arrange with the teacher to make up tests, quizzes and homework.
- In order to be excused, the name of the student participating in the school-sponsored activity on or off campus must be listed on the early dismissal roster.

MAKE-UP WORK

Daily Absences

1. It is the student's responsibility to arrange with teachers to make up tests, quizzes, classwork assignments, projects, and homework. To obtain credit, make-up work must be completed **within the number of days absent** of returning to school at the discretion of the teacher. (Ex: Two (2) days absent = two (2) days to make-up work). Students who leave during the school day (foreseeable) are responsible for checking in with their teachers (before school, during break or lunch) and turning in/getting all assignments and notes daily just as if they were in attendance during class.
2. Students need to make appointments with teachers to learn/discuss new concepts/material that was presented while attending a school sponsored event. (Alternate assignments may be given at the teachers' discretion).
3. Departments and/or teachers will make arrangements to provide make-up tests. Friday after school is the suggested make-up day.
4. Students who are suspended from school are not permitted to make up any tests, homework, or class work.

SEMESTER FINAL EXAMS

1. Semester exams are to be taken during the last three days of each semester. Permission **will only** be given by the Principal for students to take exams early. Students who miss exams, and who have not been excused by the Principal, will have a zero included in the calculation of the final grade.
2. **Parents are not to assume that students missing final exams will be excused.** In the event of an absence on final exam days, parents/guardians must call the school to report the student's absence and speak with the Dean of Guidance.
3. In the case of an absence excused by the Principal, the student must make up the missed semester exam within the established make up period or a zero grade for the exam will be calculated into the final grade.
4. If the Principal determines that it is impossible for a student to make up a semester exam, the teacher will be instructed to determine the final grade without a semester exam.
5. Students who miss semester exams due to unpaid tuition will be given a zero for the exam.
6. Students who are in arrears for tuition may not be allowed to begin their exams. Semester exam passes will be issued to all students cleared to take final exams.

EXCESSIVE ABSENTEEISM

1. A student who is absent from a particular class in the course of a semester for five (5) or more days will be sent a notification letter after the fifth and tenth absence.
2. A student who is absent fifteen (15) days from a class during in the course of a semester may result in course failure, denial or reduction of credit and/or dismissal from the school.

FIELD TRIPS

Students must have the St. Paul Parent/Student Activity Permission Form completed and submitted the day before the field trip. Students with grade or attendance problems may be denied permission to participate in a field trip by any of their teachers and/or the administration.

Students participating in field trips must follow all St. Paul High School dress code and/or grooming regulations, and conduct themselves according to the discipline policies of St. Paul High School.

CONTACTING TEACHERS

Parents who wish to talk with a teacher should call the school (562) 698-6246 or use the teacher's St. Paul email address. The email address of every faculty and staff member is in the following format: first initial of first name followed by the last name proceeded by @stpaulhs.org. (ex:jadams@stpaulhs.org)

The set working hours for the faculty is between 7:45 a.m. and 3:30 p.m. Monday – Friday. **All appointments must be made during these times.** All correspondences will be met with a response within **two (2) working days.**

ACADEMIC PROBATION

Academic probation is designed to help students who are underachieving. Any student earning below a 2.0 grade point average at the quarter or semester will be placed on Academic Probation. Students will be placed on a contract and must attend mandatory tutoring (Tutoring Center, teacher or private tutoring) at least twice a week until the end of the grading period. Other recommendations will be included in the contract to ensure student success.

ACADEMIC REVIEW BOARD

The Academic Review Board is used for those students who have not fulfilled the terms of their academic probation contract. Following an Academic Review Board, a recommendation is made to the Principal regarding the student's continued enrollment at St. Paul High School.

TUTORING

Faculty members are available for tutoring students either before or after school in their classrooms. The student or teacher may initiate the request for tutoring. In some cases, the teacher may require it.

The Tutoring Center is open, by appointment or walk-in, for all students Monday through Friday, for one hour before school and on Tuesday, Wednesday, and Thursday for one hour after school. Students placed on academic probation will be required to attend the tutoring. There is no additional charge for the Tutoring Center if the student attends St. Paul High School.

TEXTBOOKS

Students are required to provide their own textbooks and workbooks for all of their classes. Students are not to own a Teacher's Edition or solution manual of the text. Teacher's Editions and solution manuals will be confiscated and not returned.

HOMEWORK

Each student should devote at least two undisturbed hours daily, exclusive of class time, to his/her academic studies. Students, however, must accept the fact that frequently they will have assignments that may take more than this suggested time. It is understood that even when no written or reading assignments are given, the student should spend a reasonable amount of time re-reading class notes, and preparing for the next day's lesson. If a student is absent from school, homework assignments must be made up. This is the sole responsibility of the student. In cases of hospitalization or prolonged serious illness, a parent must contact the student's individual teachers to have homework provided for the student. Sufficient time must be given to allow

the teachers to provide an assignment (end of the following school day). Such homework is to be completed by the student and returned to the teacher.

TRANSFER / WITHDRAWAL FROM SCHOOL

- Students transferring to another school must have written consent of a parent or legal guardian on a withdrawal form which is obtained in the Main Office.
- The parent/guardian must also sign the official form which authorizes the school to release the student's transcript and other pertinent information to the institution to which the student is transferring.
- Students who formally withdraw before the end of a semester will not be granted credit for that semester. Progress Reports to the time of leaving will be forwarded to the new school upon written request. Students who transfer from St. Paul should be aware that other schools may have different graduation requirements. Meeting those requirements may pose problems, particularly for juniors and seniors. It is standard public school policy to deny credit for religion classes.
- All school property in the possession of the student must be returned and all bills paid in full at the time of leaving. Transcripts will not be released until these conditions are met.
- An exit interview with the Principal or designee will be conducted when a student is leaving the school.

ACADEMIC HONORS AND RECOGNITION

Principal's Honor Roll with Distinction

Students enrolled in three (3) or more Honors or Advanced Placement classes and who have achieved a grade point average of 4.0.

Principal's Honor Roll

Students who achieve a 4.0 grade point average.

Honor Roll

Students who achieve a 3.2 to 3.9 grade point average. All grades must be "C" or better.

These lists are published each semester. A St. Paul High School medal for academic achievement is awarded to the top student in each subject area and on each class level at the annual Awards Assembly.

Valedictorian & Salutatorian

The Valedictorian is ranked #1 in the Senior Class and receives a gold medallion at the Senior / Parent Recognition Night. The Salutatorian is ranked #2 in the Senior Class and receives a silver medallion at the Senior/Parent Recognition Night. Ties are broken by comparing academic program and Scholastic Aptitude Test scores.

SWORDSMEN OF THE YEAR AWARD

Two seniors, one male and one female, will be selected upon nomination from faculty/staff and approval by the Principal, based on loyalty exemplary integrity and character, involvement in school and community activities, respected by peers and staff, Christian attitude and a genuine love for their alma mater. This award is given at the Senior Honors Assembly.

CECILIA RONAN OUTSTANDING SCHOLAR ATHLETE OF THE YEAR AWARD

The Scholar Athlete of the Year Award will be selected by the Athletic Director with Administration approval. To be eligible for consideration for this award, the student athlete must:

- be a senior
- maintain a cumulative 3.5 GPA or better while participating in athletics
- earn a varsity letter
- be recognized as contributing to the overall school community in cooperation, Christian service, and attitude

SWORDSMEN SCHOLAR ATHLETE AWARD

Seniors who have participated in athletics in each of the last four years and have maintained an accumulated 3.5 GPA or better are awarded the Swordsmen Scholar Athlete Medallion. This medallion will be worn with their cap and gown on graduation day.

SCHOLAR ATHLETE AWARD

Students in grades 9-12 who have maintained a 3.5 GPA or better during their season of sport are awarded a Scholar Athlete Patch and/or a Scholar Athlete Certificate. Students will receive a patch once throughout their four years, but can receive multiple certificates.

The fall awards assembly will include the following sports using semester 2 grades for verification:

- Baseball
- Boys' Volleyball
- Boys' Golf
- Softball
- Track & Field

The spring awards assembly will include the following sports using semester 1 grades for verification:

- Cross Country
- Football
- Girls' Volleyball
- Basketball
- Soccer
- Girls' Golf

The school reserves the right to amend the qualifications for the selection process at anytime.

TESTING PROGRAM

The Guidance Office conducts the school's academic testing programs. Freshmen, sophomores, and Juniors take the Preliminary Scholastic Aptitude Test(PSAT). Juniors are advised to take the Scholastic Aptitude Test (SAT), the SAT Subject Tests and the ACT in May or June. Beginning in spring 2016, St. Paul High School will be offering the ACT to all it's juniors. Seniors are strongly encouraged to take these tests in October if they have not already done so or repeat to achieve better scores before December. An SAT prep class is offered in early October on campus for all students prior to scheduled tests in October and November. For information, visit the Guidance Office or www.collegeboard.com.

The St. Paul school code is 053761.

HONOR SOCIETIES

Honor Societies are voluntary organizations. Each organization has its own regulations and membership requirements which may be different from the school's academic program. It is the responsibility of the student to seek membership at the appropriate time and to fulfill all membership requirements of such programs.

National Honor Society

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council of the school. This is not an election, nor is membership automatically awarded simply because a student has achieved a specific level of academic performance. The society emphasizes other components in the selection process (leadership, service, and character). This honor, recognized throughout the entire nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member.

California Scholarship Federation

The purpose of the St. Paul High School Chapter 680 of the California Scholastic Federation is to foster high standards of scholarship and citizenship on the part of the students of St. Paul High School. Membership is based on scholarship and citizenship only. The scholarship requirement calls for a student to earn 10 CSF points designated by the organization. A student may only use 5 subjects to qualify for CSF membership. CSF points shall be calculated as follows:

Each student must be responsible for completing an application, submitting a copy of the current semester report card, paying the membership dues, and turning it in on the designated due date assigned by the CSF moderator. No late applications will be accepted. This membership must be renewed on a per semester basis. Membership is granted after the moderator has reviewed the application and semester report card.

To be considered a Life Time member and to be awarded a gold cord to be worn at graduation, a student must qualify with the required points, pay the fee, and turn in the application on the due date, for at least 4 semesters beginning sophomore year. One of these semesters must either be the first semester senior year.

Mu Alpha Theta

Mu Alpha Theta is the National High School Mathematics Honor Society. We are dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school. High school students in grades 9 through 12, at the school where their permanent record resides, who have completed the equivalent of four semesters of college preparatory mathematics and in addition have completed or are enrolled in a still more advanced course, are eligible for full membership providing their mathematical work was done with distinction. On the 4-point grading scale, this shall mean at least a 3.0 grade point average.

Honors Academy

To be inducted in the Honors Academy, students must successfully complete (B or better) coursework in three honors course semesters as a freshman (or six semesters if applying as a sophomore, or ten semesters if applying as a junior).

To be recognized as a Life Member, students must successfully complete (B or better) coursework in sixteen (16) or more Honors/ Advanced Placement courses by the end of their 7th semester. At graduation, eligible students will be given special recognition and will be able to incorporate this information when applying to colleges and for scholarships.

Sociedad Honoraria Hispanica

The purpose of the Society is to recognize high achievement in Spanish students of secondary schools and to promote continuity of interest in Hispanic and Luso-Brazilian studies. A student who has maintained an honor average in the study of for at least three semesters is eligible for membership in the Society. Sponsors should also include character, leadership, seriousness of purpose, cooperation, honesty, service and commitment to others in the criteria for selection into the Society. The student must be enrolled in the study of the language at the time of initiation. No initiation is to take place earlier than the tenth grade.

Latin Honor Society

The purpose of this organization shall be to promote a more thorough knowledge of classical life, history and literature; to impart a better understanding of the practical and cultural value of the classics; to interest other students in the classical languages and literature, government, laws, and arts; and as members of the organization, to pattern our citizenship in respect to family, school and nation after the best examples of the classical civilizations. . A student who has maintained an honor average in the study of for at least three semesters is eligible for membership in the Society

CAMPUS MINISTRY

Campus Ministry supports the philosophy and mission of St. Paul High School; our Catholic Faith permeates the study, prayer, worship, service, art and athleticism of our students. With Jesus Christ as the Head, the

administration, faculty, staff, and students seek to become the Body of Christ for the world. The Campus Minister oversees the many activities of Campus Ministry in collaboration with the Principal and Chaplain.

RETREATS

The philosophy of education at St. Paul High School is to educate the whole person. For this reason students are required to take a pause from their classes in order to make an annual retreat with classmates. Whether on or off campus, these retreats give students the opportunity to reflect on their relationship with the Lord, their brothers and sisters in the Church, and how the Lord is calling them to loving service. Retreats are planned by the Campus Ministry class under the leadership of the Campus Minister and Chaplain. The cost of the annual retreat is included in the Student Activity Fee. Seniors have the second option of participating in a four-day Kairos retreat hosted off campus. This retreat follows a particular format and is facilitated by classmates, alumni, faculty, and staff. The cost of Kairos is not included in the Student Activity Fee.

MASS

The Holy Eucharist is the source and summit of the Christian life. Mass is offered daily in the school chapel at 7:15a.m. A second Mass is offered every Wednesday at lunch. Students are required to participate in schoolwide liturgies wearing Formal Attire uniform as scheduled on the school calendar. Only students who are Catholic and have already made their First Holy Communion may receive Holy Communion during school Masses. Parents are invited to participate in any school Mass or devotion as scheduled throughout the school year.

SACRAMENT OF PENANCE

Christian discipleship requires on-going conversion. The Sacrament of Penance is available to students daily by making an appointment with the Chaplain. During the seasons of Advent and Lent, a communal penance service with a large number of confessors is celebrated for the whole student body.

CHRISTIAN SERVICE

The works of mercy are an abiding norm for disciples of Jesus Christ. Students are required to complete a minimum of twenty-five (25) valid Christian Service hours each academic year they are enrolled. One-hundred (100) valid Christian Service hours are required for graduation and to receive their diploma. Christian Service forms are available in the Main Office and are to be submitted to the Christian Service Moderator.

All Christian Service hours for the academic year are due by May 1.

Students deficient in their Christian Service hours are automatically enrolled in a summer school class to make-up their deficient hours.

CHRISTIAN SERVICE AWARDS

Underclassmen who complete fifty (50) valid Christian Service hours or more during the academic year are granted the Christian Service Award at the Underclassmen Awards ceremony. The deadline to qualify for this award is March 15.

Seniors who culminate two-hundred (200) or more valid Christian Service hours over the course of their high school career are bestowed with the Red Cord, which is worn over their academic gown at graduation. The deadline to qualify for the Red Cord is March 15.

The Seniors with the highest number of valid Christian Service hours by the end of the first semester are eligible recipients of the Archdiocesan Christian Service Award. These students are honored with a medallion bestowed by the Archbishop of Los Angeles at a Mass in the Cathedral of Our Lady of the Angels. This medallion is worn over their academic gown at graduation.

CAMPUS MINISTRY CLASS

The primary purpose of this particular Senior Religion course is to call forth and further develop Christian leadership. The students in the Campus Ministry class offer Christian witness and service to the school community. Seniors enrolled in this class meet before, during and after school and on weekends in order to plan and fulfill the various aspects of Campus Ministry. Students in this class receive academic credit in fulfillment of their Senior Religion requirement.

Towards the end of their Junior year, students are selected for the Campus Ministry class through an application process. Consideration is given to students who actively live their Catholic faith, serve as Christian role models and inspire their peers, are in good academic standing, and have a history of generous and dependable Christian service. Upon positive recommendations from the faculty, staff, and their peers, a board carefully discerns then selects which applicants will serve as the Campus Ministry class for the following school year. Campus Ministry students are required to participate in a retreat before their Senior year begins. The cost of this retreat is not included in the Student Activity Fee.

GUIDANCE

Based on the conviction that each person is an individual with unique talents and needs, the Guidance Office provides a counselor for each student. The students will be assigned a counselor based on grade level. This counselor will guide these students throughout their years at St. Paul High School. The counselor's relationship will provide personal attention to the student's needs, recognize abilities, understand goals and career choices and experience the completion and success of each individual together.

The Guidance Office provides scheduled appointments for parents/guardians and students who may not be available to visit during the regular school hours. Hours are posted on the school website and are announced during the daily bulletin and other advertising resources.

Counselors Extensions:

| | |
|--|----------|
| Dean of Guidance and all Freshmen and Sophomores | Ext. 725 |
| All Juniors and Seniors | Ext. 723 |

Counselors advise students on academic matters, course selections, graduation requirements, college entrance requirements, personal issues and career choices.

Students and their counselor will design and update their four year academic plan throughout the year. Students will be scheduled at least three times a year on an individual basis to be advised on academic matters, course selections, graduation requirements, career discussions, college requirements and process, personal issues and volunteer and job opportunities. The Guidance Office is open for students from 7:45 -3:15pm for students and parents/guardians. Counselors are available before school, break, and lunch and after school. Students and parents/guardians are welcomed to make additional appointments with their counselor by emailing or placing a phone call.

The counseling offices are located in the Franciscan Center. Students should not visit the counseling office during class time unless it is an emergency, in which case the counselor will write a note to excuse the student from class and will notify the teacher.

The counselors respect a student's privacy. However, counselors are required by law to report physical or sexual abuse, neglect and certain criminal violations.

COLLEGE AND CAREER PREPARATION

Within the Guidance Office is a College/Career Center open to all students and parents/guardians from 7:45-3:15pm Monday thru Friday. Evening hours will be available periodically and posted on the website. Visitors may obtain information and resource materials on colleges, career interests and planning, scholarship opportunities, testing information and dates, college aid information and volunteer and work options. Students and parents/guardians are encouraged to visit the College/Career Center before school, break, lunch, and after school. The Center is equipped with Internet access, computers, printer and other media technology. The Center is always supervised with a staff member to ensure safety and productive guidance.

DISCIPLINE

Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, “You are my friends if you do what I command you” (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment.” (Blessed John Paul II)

The philosophy and mission statement of our school commits us to the task of providing the very best possible Catholic education for our students in an environment, which is Christian. Students must take their studies seriously. Part of our philosophical belief is that decisions we make in life have consequences. Rules governing

dress styles, attendance, homework, tardiness, and behavior in the classroom are intended to assist students to develop self-discipline in both academics and behavior.

Our intention is to help young people grow in the image of Christ. Discipline will always be administered with understanding and compassion. At St. Paul High School we have consequences for those who lie, steal, cheat, damage property, disrespect others, consume or provide harmful substances such as drugs, alcohol, or tobacco. When, however, it becomes evident that students or parents are determined not to cooperate with our system, we will, for the good of our community, ask the student to leave the school.

All major breaches of Catholic moral teaching, including but not limited to abortion, participation in the procurement of an abortion by another and pre-marital co-habitation will result in immediate expulsion.

Students who marry, whether according to the norms of the Catholic Church or otherwise, will have to leave the school immediately.

When a student enrolls, it is understood that the individual and the family agree to comply with the school rules, regulations, policies and procedures. The expectation is that all community members are familiar with the consequences for failing to follow these guidelines. Warnings will not be issued.

GENERAL BEHAVIOR

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action includes but is not limited to: teacher conference, professional counseling at parent's expense, probation, or expulsion. Disrespect, defiance, disruption, profanity, vulgarity, disobedience, texting, tweeting, lying, academic dishonesty (cheating), sexual harassment, any type of threat including cyber threats or bullying, forgery or fraud will not be tolerated on campus or at any school function at anytime.

CLASSROOM BEHAVIORS

The usual rules of common politeness are to be observed in dealing with teachers and other students. Behavior which disrupts or in any way hampers class progress is unacceptable.

- **students must be in the classroom when the bell begins to ring, otherwise it will be considered an unexcused tardy**
- **students will have their materials in class when the bell rings (may not leave class to get materials)**
- **Students will be held accountable for respectful silence during prayer and announcements**
- **students may not engage in any activity which prevents the teacher from teaching or another student from learning**

- students may not complete unfinished assignments during class time unless the teacher so advises
- no food or drink in the classroom except for curricular related events approved in advance by appropriate administrator
- all uniform regulations will be enforced
- no grooming in class
- students may not be outside of class without a hall pass
- disrespect, foul language or violent behavior **will not be tolerated**
- students are to dispose of trash properly.
- vandalism and graffiti will not be tolerated.
- students will not sit on top of desks, tables or put their feet on desks or seats
- articles on or near the teacher's desk are not to be touched or removed without permission

A student who consistently receives infractions without showing signs of improvement contributes to the overall erosion of discipline and the lack of an educational environment will be subject to further disciplinary action.

HALLWAY BEHAVIOR

- no profanity or inappropriate gestures
- no bouncing or throwing of balls or other objects
- no food or drink
- no screaming or shouting
- no pushing, shoving, running or jumping
- no slamming of lockers

LEVELS OF DISCIPLINARY ACTION

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The Dean of Students, the Assistant Principal of Operations and the Principal reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.

DISCIPLINE VIOLATION SLIPS

Violation slips may be issued by any administrator or faculty member. Failure to return a violation slip on time (by the following school day) or without a parent signature may result in further disciplinary action. Violation slips may be issued for any disciplinary rules violation(s), but are not limited to:

- chewing gum
- disorderly conduct/horseplay
- food/drinks in building
- littering
- profanity/vulgarity
- graffiti/writing on backpacks, desks, shoes, persons, etc.
- unauthorized fund raising or selling of products on campus or at off campus school activities

- improper parking, parking in unauthorized areas, including dropping off and picking up students
- distribution or posting of flyers, pamphlets or any material not approved by the ASB moderator
- **presence in an unauthorized area** (any area without active adult supervision) Authorized areas include BETWEEN classroom buildings and the quad.
- any dress code violation
- wearing hoodies or hats in the classroom or hallways
- unauthorized use of an electronic device

Violation Slip Progression Policy

- Any combination of **4** violation slips within a semester: Saturday detention
- Any combination of **5** violation slips within a semester: Saturday detention and Parents must meet with Dean.
- Any combination of **6** violation slips within a semester: Probation
- Any combination of **7** violation slips within a semester: Probation lengthened with an Extra-Curricular Activities Restriction (possible suspension)
- Any combination of **8** violation slips within a semester: Disciplinary Review Board with expulsion as an option.

DETENTIONS

Morning or Afterschool Detentions

Morning or Afterschool Detentions may be issued by any administrator or faculty member for any misconduct or breaking of school or class rules or regulations. Students who are issued a detention will be assigned a specific detention date and may be required to stay for up to a maximum of sixty (60) minutes. If a student fails to show up or stay for the duration of any detention, the teacher will complete a Violation Slip and turn it into the Dean of Students.

Saturday Detentions

All Saturday Detentions are assigned by the Dean of Students for extreme and/or multiple disciplinary violations. Saturday detention is held from 8:00am-11:00am. A student must come dressed in appropriate clothing for yard work and cleaning. If a student is late, dressed inappropriately or is asked to leave detention for any disciplinary reason they will be suspended from school and will not be permitted to return to campus until he or she, along with a parent/guardian meets with the Dean of Students. Failure to serve an assigned Saturday Detention is considered a serious infraction and may result in probation until Saturday detention is served. Students must pay a \$10 fine for each Saturday Detention served.

Causes for receiving a Saturday detention may include, but are not limited to:

- disrespect or defiance toward any School Staff Member
- not following directions of School Staff
- failure to report to teacher detention
- multiple dress code violations

- careless or reckless driving of vehicles on school grounds or near school property. Such behavior could also deprive the student of school parking privileges
- graffiti/writing on desks, walls, bathrooms,
- failure to be in the correct location at the appropriate time
- encouraging or inviting unauthorized visitors to come on campus
- any action in direct conflict with the school philosophy a referral for a Saturday detention is issued by an administrator or faculty member
- extreme and/or multiple disciplinary violations
- unauthorized fund raising or selling of products on campus or at off campus school activities
- any violation a member of the faculty or administration feels merits a Saturday detention
- failure to dispose of trash before school, during break or lunch, and after school.

ANY TYPE OF DETENTION SUPERSEDES ALL OTHER ACTIVITIES INCLUDING, BUT NOT LIMITED TO:

- extra-curricular activities
- after school and weekend job responsibilities
- personal events

Therefore it is the responsibility of the student to not get a detention if they have after school or weekend obligations.

SUSPENSION

Suspension is the denial of the right of class attendance for a stated period of time. A conference with the Dean of Students, student and parent(s)/guardian(s) is mandatory before the suspension is lifted. A period of probation, established by the Dean of Students, will follow a suspension. Suspensions cannot be appealed. Academic Credit may be denied for all classwork missed while a student is on suspension (This will be determined by the Dean of Students).

Causes for suspension include, but are not limited to the following:

- extreme haircuts, dying hair, not covering tattoos, any piercings, or other grooming issues
- fighting at school or any school event **or off campus** (no matter who is at fault)
- truancy
- use of falsified/forged notes, hall passes or forms, including id cards
- possession of morally offensive material
- repeated offenses of cheating
- tampering with or any misuse of bathrooms
- any form of harassment
- continued violation of the dress code
- any violation listed under detentions, probation and strict probation which the Dean of Students feels is merited
- suspension as part of the consequence

- any combination of 7 or more violation slips
- refusal to surrender any item being confiscated by any faculty or staff member

DISCIPLINARY PROBATION

Disciplinary Probation is a restriction from attending or participating in school activities and privileges. The Dean of Students determines the extent to which the probated student may participate in any school activity or privilege. Students may be restricted from holding and/or participating in ASB offices, sports, cheer, band/drill and from any clubs and/or activities, for a length of time determined by the Dean of Students. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are violated. Violation of disciplinary probation may lead to withdrawal or expulsion.

Causes for disciplinary probation include but are not limited to the following:

- lying
- academic integrity/plagiarism
- insubordination
- first truancy or "ditching"
- attendance at extra-curricular when ineligible
- possession of morally offensive material
- inappropriate public displays of affection
- excessive detentions and/or repeated offenses, even of a less serious nature
- any form of harassment
- lack of respectful and dignified conduct at religious services
- use of profanity or vulgarity
- after suspension
- continuous violation of the dress code
- participation in games of chance (gambling)

Any other action not listed above considered sufficiently serious by the Dean of Students

DISCIPLINARY REVIEW BOARD

The Discipline Review Board normally consists of at least 5 voting faculty members and/or administrators. A student who must appear before the Board is immediately suspended and sent home pending the Board meeting (which at least one parent or guardian must be present). Before the Board takes place, the Dean of Students will make every effort to contact the parent(s) and/or guardian(s) involved and explain the procedures of the Board. Only parents and/or legal guardians may be present before the Board. The Board is convened as soon as possible after the infraction at the convenience of the school. This Board will recommend what action is to be taken by the school (in serious cases where culpability is clear, this usually means probation or immediate expulsion). During the process of the Board, the school reserves the right to question any students who are involved in or who have knowledge of the specific case under review and the students may be asked to write a

statement. Such questioning and/or the writing of a statement can take place without the presence of the student's parents. Only students who are charged with an infraction of school rules have the right to have a parent/guardian present during the discipline board. Parents may appeal the decision of the Dean of Students, Assistant Principal of Operations, and/or Principal to the board. Parent(s)/guardian(s) have forty-eight (48) hours after notification to request the appeal. The Dean of Students and/or Principal send the student's case to the board to consider serious discipline infraction. The board makes a recommendation to Principal. Parents appealing a Board decision must present concrete, objective reasons for their appeal.

Offenses which may subject a student to an appearance before the Disciplinary Review Board with expulsion as a possible outcome:

- the possession, sale, distribution, or being under the influence of drugs or alcohol on or near campus, or at any school related/sponsored activity. Possession of drug paraphernalia, including e-cigarettes, pipes, look-a-likes, etc. are also prohibited under this regulation
- morally offensive behavior
- behavior on or off campus by an individual student or a group of students recognized as being St. Paul High School students, that is in direct violation of our stated philosophy
- a second appearance by a student before the disciplinary review board in the same school year
- theft of any kind or unauthorized possession of another person's property, including books and or work
- the deliberate destruction of school or student property. Full payment to replace or repair the item/property must be made. This includes inappropriate use of computers.
- deliberately starting a fire anywhere on campus
- taking of faculty property, grade book, or changing recorded grades or altering an official school document (readmit, hall pass, etc.)
- igniting fireworks anywhere on campus or any school-sponsored event.
- vandalism (graffiti/tagging/etching including gang related insignias).
- false fire alarms or phoning in a false bomb threat.
- violation of probation or suspension.
- distribution or possession of what the school considers being pornographic materials.
- repeated truancies after probation.
- multiple instances of cheating.
- threatening, striking, or intimidating a teacher or school employee.
- cutting another student's hair.
- multiple instances of fighting.
- failure to cooperate with the administration and Dean of Students when a student has possession of information vital to the enforcement of disciplinary policies of the school.
- any offense which in the opinion of the Dean of Students merits a board hearing with the approval of the Principal.

EXPULSION

Students can be expelled from the school for actions gravely detrimental to the moral and spiritual welfare of oneself or others.

Causes for expulsion may include, but are not limited to:

- adopting or professing a morality of lifestyle in conflict with the Catholic philosophy of the school
- **hazing**
- possession of firearms or any other weapon on campus, and/or using or displaying in a threatening
- any weapon or object that could be used as a weapon
- possession of harmful materials such as fireworks or other combustible materials
- cutting, defacing or otherwise injuring in any way, the property, real or personal, belonging to the school, staff or fellow students
- fighting or causing physical harm to another or threatening to cause physical harm to another, assault or battery or any threat of force or violence or intimidation directed toward anyone on or off campus
- encouragement of illegal and unauthorized demonstrations
- violation of the conditions of admissions letter, disciplinary probation, strict probation or suspension
- suspension while on probation any activity on or off campus injurious to the good name and reputation of St. Paul High School
- membership or involvement in, or association with a group that is responsible for coercive or violent activity is grounds for expulsion
- graffiti: defacing school property with graffiti is grounds for expulsion. Restitution must be made.
- any words or actions of a racist nature
- arriving at school or any school function having previously used drugs or alcohol or in a manner that indicates prior use of drugs or alcohol
- possession, consumption or sale of narcotics, alcohol or other intoxicants on campus, at school functions or any event under school supervision
- possession of harmful weapons on campus or at school related events
- insult, profanity, vulgarity, assault, battery, threat of violence directed toward a teacher or staff member of St. Paul High School. This includes such action by any student's parent, step-parent, guardian or other family member who insults or abuses a teacher, staff member, administrator or school official.
- theft of school or student property (parents will be held financially responsible)
- theft of or tampering with a teacher's grade or attendance records, keys, test manuals or other belongings
- tampering with fire alarms or extinguishers, or setting fires of any kind
- being the means through which violence from outside sources is brought on to campus in such away that it poses an immediate threat to other students
- any pattern of harassment of others
- illegal or unethical use of the internet through the school computer system
- any infraction considered sufficiently serious by the principal
- Three violations of the Academic Integrity code over the course of the high school career

SCHOOL'S RIGHT TO SUSPEND OR EXPEL

The School's failure to invoke its right of suspension or expulsion on one occasion for the occurrence of a matter constituting a basis for discharge shall not affect the right of the School to invoke discharge when the same or a different basis for suspension or expulsion arises at a later date.

DRUG TESTING

The school reserves the right to require a full drug screen with written verification of the results, returned within 24 hours. Testing must be done on the day mandated and at the parent's expense. If the parent/guardian refuses to have their student drug tested upon the request of the administration, the student will be asked to withdraw from school immediately.

ACTIONS / ATTITUDES OF PARENTS, GUARDIANS, OR OTHERS

The son or daughter of any parent, guardian, or other person who upbraids, insults, or abuses any student; teacher, staff member or administrator of the school is eligible for withdrawal from the school. If the person is insulted or abused by any person on school premises, in public ways adjacent to the school or at another place where the person is assigned, the abuser's son or daughter is eligible for withdrawal. Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. Parents whose behavior at school activities (especially athletic activities) is not consistent with the Catholic Christian philosophy of the school may be asked by the principal or another administrator to refrain from such behavior. Repeated refusal to comply with such requests may result in removal of student from school.

CONFISCATION OF STUDENT PROPERTY

The administration, faculty, or staff have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process.

The administration, faculty, or staff may also confiscate any non-uniform item worn by any student. These items will be kept by the Dean of Students and not returned until the end of the school year or until a parent/guardian comes to retrieve it. Any item not retrieved by the end of the school year will be given away to charity.

The following items will be confiscated by the administration, faculty, or staff and turned over to the Dean of Students and disposed of: matches, markers, water guns, dice, pornography, firecrackers, alcohol, fake weapons, laser scopes, and illegal substances/paraphernalia and weapons. (The latter three may be given to the police.)

CELLPHONE, PERSONAL ELECTRONIC DEVICE, & HEADPHONE/EARBUD POLICY

All parents/guardians and students are required to sign the Acceptable Use Policy (AUP) for St. Paul High School at the beginning of the year. This is filed with student records. Please read that document carefully for full understanding of the policy that is abbreviated here.

Anyone who is found with a cellphone, restricted or personal electronic device, or headphones/earbuds during the school hours, even if it is not being used, will have it confiscated. Confiscated items will be given to the Dean of Students and a fine must be paid to retrieve the item(s) (**cellphone or personal electronic device = \$10, headphones or earbuds = \$5**). Items may only be retrieved afterschool when the Dean of Students is available. All fines must be paid to the Dean to Students or Main Office.

Violation Progression Policy

- Violation #1 = Pay the fine.
- Violation #2 = Pay the fine and serve 1 hour Afterschool Detention.
- Violation #3 = Pay the fine, serve a Saturday detention, and Parent/Guardian must retrieve the item.
- Violation #4 = Pay the fine, Student placed on Disciplinary Probation, serve Saturday Detention, and Parent/Guardian must retrieve item.
- Violation #5 = Suspension and Disciplinary Review Board with expulsion as an option.

Refusal by a student to surrender any cellphone, personal electronic device, and/or headphones/earbuds will be subject to Suspension, Saturday Detention and/or Probation.

Electronic devices may be brought to a school class or activity under the following conditions:

- electronic devices must be kept in the off position and **out of public view** from 8:00am until the end of the school day.
- no cell phones may be used for picture or video taking.
- no harassment or threatening of persons via an electronic device is permitted.
- electronic devices may not be used for game playing, internet or e-mail access, gambling or making purchases of any kind.
- electronic devices may not be used in any of the buildings at any time.
- when these devices disrupt classroom instruction time and the culprit does not admit guilt or is not detected by the teacher, the dean can confiscate the devices of all students in the vicinity of the disruption even though the device may have been hidden and turned off.
- those who violate any of the rules regarding electronics may forfeit their privileges of bringing any and all electronic devices to school.

STUDENT LOCKERS

At the beginning of the school year, a locker is assigned to each student. When the locker is issued, each student must purchase a St. Paul issued lock. Lost locks must be replaced by the student with the St. Paul lock. Lockers are the property of the school and their use is a privilege granted to the student by the school. It is the proper function of school authorities to inspect lockers at their own discretion. ***Students may not change lockers or use another student's locker without expressed permission of the Dean of Students.*** Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on or in the lockers. Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers. School locks must also be used on PE lockers. All other locks will be removed. All lockers shall be secured. Do not leave locks in set positions. **The school is not responsible for missing or damaged items in lockers.** Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated. Any student who needs an additional locker assignment should see the Dean of Students.

SCHOOL SEARCHES

School administrators have a responsibility of protecting the health and safety of pupils and maintaining order on the school premises and at school activities. To ensure the safety of the student body, searches for drugs and weapons are conducted without warrants and periodically will include the use of trained canines. The perimeters of the campus extend to student automobiles for search purposes.

The possessions of students in a given classroom or area may be searched when the theft of another student's belongings are reported before the end of a class period.

Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects must have a reasonable suspicion that a law or school rule is being or has been violated. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

DRESS CODE PHILOSOPHY

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic setting. St. Paul High School considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance is also widely recognized by educators in both private and public schools as a means of providing a safer learning environment.

GENERAL GUIDELINES

- St. Paul High School students are not allowed to wear baggy clothing, unapproved jewelry, or bandanas at any time on campus or at any school event. Articles of clothing or styles of grooming that imply affiliation with groups in conflict with the St. Paul High School philosophy are forbidden at all times.
- a good rule of thumb in any doubtful situation is: "avoid all extremes"
- Flip-flops (athletic slides) and sandals are never allowed. Even on special dress days.
- all clothing will be clean, neat, modest and in good taste (no spaghetti straps, tank tops, bare midriffs, sleeveless shirts, skirts or shorts shorter than 7" above the knee when kneeling, etc.)
- students are required to be in proper uniform/dress code at all times on campus and within sight of school buildings
- all students out of uniform are in violation of the code.
- a student in violation of the uniform may be given a replacement item. The replacement item must be returned at the end of school day or the parent(s)/guardians will be charged a replacement cost. The parent's account will be charged the Michael's uniform company price for the replaced item
- the Dean of Students reserves the right to request a student to change attire.
- students in violation of the dress code may be held in the office until parents are notified
- parent notes will not excuse appearance/dress code violations
- the Administration is the final interpreter of the dress code

- admission to school or class may be denied because of dress code violations
- any alteration of the uniform is grounds for disciplinary action
- the Dean of Students reserves the right to regulate against unbecoming fads or fashions

The Dean of Students will determine the conformity or non-conformity with regard to all dress code guidelines. Parents are expected to actively enforce the dress and grooming regulations of the school.

These guidelines will be in effect for the summer and academic school year.

DRESS AND GROOMING REGULATIONS

Uniform Dress Code

St. Paul High School students are not allowed to wear baggy clothing, unapproved jewelry, or bandanas at any time on campus or at any school event. Articles of clothing or styles of grooming that imply affiliation with groups in conflict with the St. Paul High School philosophy are forbidden at all times.

Shirts

- must be navy blue, white or gray combed short or long sleeved cotton polo shirts.
- **ALL shirts must** have the St. Paul High School logo and **be purchased through Michael's uniform company.**
- turtlenecks are not allowed.
- items worn under shirts are to be white or the same color as the polo.
- under-shirts worn must not show beneath the uniform shirt The shirts may be worn untucked as long as the hem of the shirt is even.

Michael's uniform company phone # (310) 672-2170

Sweaters/Vests/Coats/Jackets

- Sweaters or pullovers (not to be confused with sweatshirts) must be navy blue, grey or white. They must have the official St. Paul High School logo and must be purchased through Michael's Uniform Company. All coats, windbreakers, blazers, and ski jackets must be solid-colored gray, white or navy blue. They must have the official St. Paul High School logo and must be purchased through Michael's Uniform Company.

Sweatshirts

- **only sweatshirts sold by St. Paul High School are allowed.** Non-St. Paul High School sweatshirts will be confiscated and may not be returned. (Sweatshirts provided by vendors, ie. Jostens, are not permitted)
- sweatshirts do not replace shirts. School uniform polos must be worn under the sweatshirt.
- Sweatshirts may be purchased through the Main Office, Student Store, and at selected events.
- Polos must be tucked in while wearing a sweatshirt.

Skirts/Pants/Shorts

Girls may choose from the uniform skirt or pants available from Michael's Uniform Company.

- Skirts/Pants/Shorts: Navy blue or khaki pants/shorts with the St. Paul logo must be on the pants/shorts. Standard school skirt, Seven (7) inches above the knee while kneeling. All skirts, pants, and shorts must be purchased at Michaels Uniform Company. No cargo or unapproved pants or shorts.
- slit/cut/frayed pants/shorts hems are not allowed

Boys may choose from navy blue or khaki **twill** pants or shorts; all of which may be purchased from Michael's Uniform Company.

- Pants/Shorts: Navy blue or Khaki with the St. Paul logo must be on the pants or shorts. Must be purchased at Michael's Uniform Company; no cargo or unapproved shorts or pants

Formal Dress Days

Keeping in mind the need to help guide our students to understand the need for formal vs regular school attire, this school year we will be implementing "Formal Dress" attire.

- Only navy pants or a school skirt and a white polo
- No sweatshirts
- only St. Paul cardigan sweaters/vest/pullovers may be worn
- Shirts must be tucked in
- Students must wear a black or brown dress belt (if pants are worn)
- **No Shorts**

Belts

When wearing shirts tucked in, both boys and girls must always wear belts when wearing pants. Belts must be solid in color and plain in design – shoelaces or other material does not constitute a belt. They must be black or brown. Only traditional belt buckles are allowed. Initialed or customized belt buckles are not acceptable.

Shoes and Socks

- students may choose to wear a dress type shoe or athletic/tennis style shoe
- dress type shoes must be hard soled and no high heels
- acceptable colors for shoes are solid white, dark blue, gray or black primarily
- **Shoes may not have sequins, glitter, or spikes**
- students may wear low top suede, leather, fabric or Vans® athletic shoes with laces that tie
- Shoe laces must match the color of the shoe
- slip on athletic shoes are not permitted (they must have a strap or tie)
- shoes may not have patterns, designs or pictures

- students may not wear plastic shoes or any style of boots (including UGGs), high tops or sandals; huaraches, moccasins or woven shoes
- No flip flops or slides
- shoes must be kept tied and clean
- girls may choose to wear flats, but they must be worn with socks and have to follow the school policy for shoe colors

Socks must be solid white, gray, navy, or black. They may be three-quarter or crew in length (Socks must be visible and worn above the ankle bone). NO stripes around the top of socks. Nike Elite socks are okay if in schools colors of navy and white. Socks must be worn at all times. Solid black or blue tights are allowed. **Tights may not be worn under shorts.** Knee socks are permitted (no trouser socks, nylon socks/stockings, or socks that go above the knee) for the girls.

Backpacks

Backpacks must remain in good condition. They may not be decorated in any manner.

Fun Friday Dress Code

- shirts and/or sweatshirts must be an official St. Paul High School purchased item (ex. homecoming shirt, march for hunger, sport or camp shirt, sweatshirt, etc.)
- blue or black jean pants (no shorts, leggings, sweatpants etc.) No writing, holes, or baggies allowed
- St. Paul uniform tennis shoes
- no hats. Only SP beanies may be worn
- questions – ask the Dean of Students

GROOMING GUIDELINES

The following grooming guidelines apply to St. Paul High School students during business hours, extra-curricular activities, and any other time students are representing St. Paul High School.

- dyed or colored hair (including rinsed) is not permitted. Highlighting may be moderate and natural colors only and at the discretion of the dean
- boys' hair must be neat; it may not touch the shirt collar and ears must be visible. Sideburns must be neatly trimmed and not exaggerated. The hair must not be excessive in length and the sides and back must be evenly tapered. Hair shorter than 1-clip is not permitted. Students may never shave their head or go to a 0-clip
- students are not allowed to shave their head. First violation during the school year merits probation and a three day suspension; second violation, the student may be placed on probation and a one week suspension; third violation, the student may face serious disciplinary action including but not limited to expulsion
- exaggerated hairstyles (e.g. punk, duck tail, mohawks, fohawks, undercuts, shaved sides, exaggerated spikes, unkempt) are not permitted
- excessive make-up is prohibited. Teachers are instructed to take away makeup being applied in class.

- nail polish must be moderate, worn in good taste, and permitted on girls only.
- excessive jewelry such as large hoop earrings, plugs, ear stretchers, skull and cross bone earrings, spiked rings, nose rings, tongue rings and other body piercing, is prohibited. Girls may wear no more than two earrings per ear
- boys are not permitted to wear any ear accessories, nail polish, or any type of make up
- hats, beanies, or bandanas are not permitted during school hours. St. Paul High School caps are permitted after school, and should always be properly displayed with the bill of the cap forward
- boys must be clean-shaven
- visible tattoos are prohibited at any school function, including games, practices, and dances—on and off campus etc.
- shaved eyebrows are not allowed.

ATTENDANCE POLICIES

Students and parents must be aware of the importance of regular school attendance, as required by law. Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual. Current home phone numbers and address, and cell phone numbers must be provided to the school on the emergency card, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents are out of town, it is the parent's responsibility to inform the school as to whom will assume guardianship (responsibility for the student). Students may not leave the campus during the school day or during school functions without the knowledge and permission of the administration. Students are not released to strangers or to callers without written parental consent.

STUDENT ATTENDANCE

Students are expected to be in class daily and to be punctual. Students may not leave the campus during the school day or during school functions without the knowledge and permission of the administration or school office. Students are not released to strangers or to callers without written parental consent.

Students may not participate in any extracurricular activities or events (practice, games, dances, etc.) on the day of any absence unless it is cleared by the school Administration.

PROCEDURES REGARDING ABSENCES

Parents/Guardians must call the attendance office (ext. 701) between 7:00 AM and 8:30 AM each day the student is absent.

WRITTEN NOTICE FOR STUDENT ABSENCE

Upon returning to school after an absence, the student must bring to the Main/Athletic Office starting at 7:30am in order to receive a Re-Admit Slip. Students needing to receive a Re-Admit must arrive early enough to obtain their Re-Admit, go to their locker and be in their 1st Period of the day prior to the bell ringing. The Written Notice must contain the following:

- *Student's full name;*

- Student's grade;
- Date(s) of absence;
- The explicit reason for absence;
- The signature of the parent/guardian;
- The phone number(s) at which parent/guardian may be contacted during the school day.

Students who arrive to school after an absence not providing a note to obtain a Re-Admit Slip will be unable to attend class until a Parent/Guardian is contacted to verify the Student's absence. Multiple violations of verification of absences may result in Saturday Detentions, Suspensions, or Probation.

TYPES OF ABSENCES

Verified

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

- illness
- medical/dental appointments
- funerals
- quarantine
- court appearances

**To be excused, these absences require written documentation from the medical or court facility indicating date and length of time student was at the facility. Not all verified absences may be considered "Excused". The Dean of Students reserves the right to consider an absence "Unexcused" if it is not one of the acceptable reasons listed above.*

Excessive Absenteeism

- A student who is absent from a class during the course of a semester for five (5) or more days will be sent a notification letter.
- A student who is absent for 15 days from a class in a semester will be dropped a full letter grade in the course, regardless of whether the absences are excused or unexcused. The only exception to this is if some of the absences are due to school events or documented, serious medical circumstances (non-emergency doctor and dental visits do not apply).
- A student who is absent 20 days in a semester from a class will appear before the Academic Review Board and lose credit for the course.
- A student who is absent 25 days in a semester in a class will be considered to be automatically dismissed from the school. The student and parents/guardians may request an appeal to the Principal for re-instatement.
- Credit deficiencies incurred due to absenteeism must be made up. Credit deficiencies **MUST** be made up during the St. Paul High School Summer Session the following summer of the school year in which they are incurred. If it is determined that a student cannot make up all deficiencies in the following summer, it is at the discretion of the Principal to dismiss the student. A student who forfeits credit in three or more classes within the school year may be asked to withdraw from St. Paul High School after a review by the Principal or designee.

Unverified (Unexcused) Absences

Absences for other than the above reasons, even with the permission of parents, are considered unexcused. Parents should realize that a student's grade may suffer because of unexcused absences. Students may not request make up work for an unexcused absence. All absences that are "unexcused" are considered truanancies.

Truancy is defined as:

- *An absence from school without Parent/Guardian permission or knowledge.*
- *An absence from a class or classes without the teacher's authorization.*
- *Leaving campus without authorization.*
- *leaving class for more than 10 minutes, without a re-admit from the Dean of Students*

Disciplinary Action for being Truant

- *1st truancy results in probation.*
- *2nd truancy may result in Disciplinary Review Board with a possibility of expulsion.*

Tardy Policy

A student is considered tardy if they arrive to school or class after the second bell. This includes if the student is in line for a readmit. Only official and verifiable doctor, dentist or court notices excuse a tardy.

Consequences for being tardy include but are not limited to the following:

- *The Dean of Students or any Teacher may assign a before or afterschool Detention for any single tardy to school or class.*
- *A student who is tardy to school or class (5) times during the course of a semester will receive a Saturday Detention.*
- *A student who is tardy to school or class (10) times during the course of a semester will receive 2 Saturday Detentions and Parents must meet with the Dean of Students.*
- *A student who is tardy to school or class (15) times during the course of a semester will receive a Saturday Detention and be Placed on Disciplinary Probation.*
- *A student who is tardy to school or class (20) times during the course of a semester will have their Disciplinary Probation lengthened plus be placed on Extra-Curricular Activities/Events Restriction.*
- *A student who is tardy to school or class (25) times during the course of a semester will appear before the Disciplinary Review Board with expulsion as an option.*

HARASSMENT POLICY

St. Paul High School follows the policy set by the Archdiocese of Los Angeles on the issue of harassment. St. Paul High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment

Derogatory comments and jokes; threatening words spoken to another person.

Physical Harassment

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Sexual Harassment

Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
- submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- making unsolicited sexual advances and propositions.
- using sexually degrading words to describe an individual or individual's body.
- displaying sexually suggestive objects or pictures.
- telling inappropriate or sexually related jokes.
- making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of St. Paul High School to:

- implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
- make all faculty, staff, students, and parents aware of this policy and the commitment of the school towards its strict enforcement.
- remain watchful for conditions that create or may lead to a hostile or offensive school environment.

- establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- conduct himself or herself in a manner which contributes to a positive school environment.
- avoid any activity that may be considered discriminatory, intimidating, or harassing.
- consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- report all incidents of discrimination or harassment to the principal.
- if informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

HARASSMENT, COMPLAINT AND INVESTIGATION PROCEDURES

The following are the procedures for filing and investigating a harassment claim.

- the student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to the teacher who will report it to the principal, or to the regional supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
- the student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- the investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- once the facts of the case have been gathered, the principal, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination or expulsion. If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer, or vendor, the school will take steps within its power, to investigate and eliminate the problem.

PUBLIC DISPLAYS of AFFECTION (PDA)

The school community must be inclusive of ALL people. Public displays of affection (hugging, kissing, cuddling, sitting on laps, etc...) prohibit others from being included in a deeper relationship with God through you. Public displays of affection lets others know that you are only interested in your own feelings with another person and not interested in growing with Christ through them. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.

STOLEN / LOST PROPERTY

The school is not responsible for stolen or lost property. Students who have missing/lost property should notify the Dean of Students. It is advisable that all items are labeled and parents keep the serial numbers for all electronic devices.

AFTER SCHOOL AND OFF CAMPUS

The school does not and cannot supervise students after school off campus (local parks, 7-11, etc.). On-campus supervision ends at 3:15pm. While we cannot supervise off campus after school non-official activities, students are still held accountable for any misbehavior that may occur (e.g. drinking, fighting, smoking, sex, etc.).

ZERO TOLERANCE POLICY

St. Paul High School has zero tolerance for students in possession or under the influence of alcohol, drugs, inhalants and/or weapons at school or any school –related activity. Students in violation of this policy will be expelled from school.

If a student is thought to have violated any of the zero tolerance policy, the student will be removed and an administrator will contact the parents and arrangements will be made for the parent to pick up his/her child.

SCHOOL-WIDE TOBACCO POLICY

St. Paul High School is a tobacco-free campus in the following sense: NO ONE is permitted to smoke or chew on the school grounds or at school-sponsored events off campus.

STUDENT DELIVERIES POLICY

The Main Office will not accept deliveries for students or page them for deliveries. Fast food lunch deliveries are not allowed. Flowers, gifts, etc. are strongly discouraged. Such deliveries are disruptive to the educational program and the efficient operation of the Main Office.

CHEATING POLICY

Teachers will impress upon their students that they have a moral responsibility to themselves and each other not to cheat. Plagiarism (taking ideas, writings, etc. from someone else and passing them off as one's own) and homework copying are to be placed in the same category as test cheating. Teachers will provide a classroom environment that is not conducive to cheating. Cheating is not ignored; action will be taken that will be reflected in a lower grade.

All incidents of cheating are to be reported to the Dean of Students. The first instance of cheating will result in a zero on the assignment, test, etc. and a Saturday detention. The second instance of cheating will result in probation. The third instance of cheating will result in dismissal from school.

SOCIAL MEDIA POLICY

All parents/guardians and students are required to sign the Acceptable Use Policy (AUP) for St. Paul High School at the beginning of the year. This is filed with student records. Please read that document carefully for full understanding of the policy that is abbreviated here.

No student shall attempt to cause or threaten to cause physical, mental, emotional, or social harm to another student, administrator or faculty member. This includes but is not limited to hazing, cyber bullying, bullying, harassing, intimidating or threatening the well being of a student, administrator or faculty member verbally, physically, through writing or via social media. Any materials found through social media can and will be used against the person who post, sends, approves, or supports such actions. This shall also include text messaging, blogging, and picture drawing.

- 1st offense: Students involved will suspended (3 days), put on probation upon return, stop all use of social media, and have a parent conference. If administration feels 1st offense is severe enough, expulsion will occur.
- 2nd offense: Expulsion

OFF LIMITS AREAS

Students are not to be in the locker rooms, weight-room, the Den, Business Lab, classroom, Field House, stadium, dugouts, or any other area, room, office, or laboratory without an adult present. Students are not to enter the kitchen, faculty dining room, janitor rooms or closets. During regular school hours students are not allowed in the sidewalk area at the front of the school or in any parking lot without a pass from the Dean of Students. Immediate disciplinary action will be taken if a student(s) is found in an unauthorized or unsupervised area.

CLOSED CAMPUS

Students may not leave campus or invite guests on campus during the school day without authorization from an administrator. Once students arrive on campus, they are not permitted to leave. Students are not allowed to leave campus during the school day to conduct business for journalism, yearbook, Campus Ministry, Student Council, or other classes/activities. Visitors must have prior permission from the administration, and they must wear the appropriate guest pass, obtained in Main Office.

PARKING/DRIVING/SAFETY RULES

Responsible driving is a must at all times. The following rules regarding safety in the student parking lot must be observed:

- the north gate only is to be used to enter the parking lot.
- parking is allowed in designated parking spaces only.
- the south gate only is to be used to exit the parking lot.
- for driver safety, when exiting, left turns are not allowed.
- turning onto Barton road is also prohibited. Students must turn right and proceed to Los Nietos Road before making any turns.
- **parking is "at your own risk"**. The school is not responsible for damage or theft on school property.
- cutting into exit line is prohibited.

BEHAVIOR AT GRADUATION

Seniors and their parents will be expected to sign a contract related to appropriate conduct at graduation activities.

Individual misconduct at the graduation ceremony may result in the indefinite withholding of his/her diploma. Students who do not qualify for graduation due to academic deficiencies, financial obligations to school (such as tuition, fines) or un-served Saturday Detentions may not participate in any graduation activities.

POST GRADUATION TRIPS

St. Paul High School does not sponsor or approve of post-graduation trips. Outside agencies with no affiliation to the school do not have permission to use the school's name in organizing such events. Students are not allowed to promote these trips on campus.

CONTROVERSIAL ISSUES

These are topics about which there are definite but differing opinions among theologians, scientists, or social scientists. The school adheres to Archdiocesan guidelines in handling these issues.

Pregnancy

A primary purpose of Catholic education is to guide our student's growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

Students involved with the pregnancy have changed their status quo and thus some of their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status, especially in terms of activities and priorities in school. The pregnant student cares for herself as mother-to-be and the father-to-be responds with care and support for the mother and child.

In order to ensure the best interests of the student(s), parents, and the school community, the following guidelines will be implemented. When pregnancy is known to school personnel by whatever means, the principal must meet with the pregnant student and both parents and/or guardians. The student is required by the school to receive appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. Additionally, the student will be referred to her pastor for advice and counseling.

If the father-to-be is identified and if he is a student in a Catholic school, the principal of that school must meet with him and his parents and require that he be involved in a counseling program similar to that provided the mother-to-be. Also, he will be referred to his pastor for advice and counseling. The school assists the pregnant student to complete her high school education either by allowing her to continue attendance or by referring her to an alternate program, such as St. Anne's Maternity Home or programs recommended by Catholic Social Services.

If the student chooses to remain in school, she will be allowed to participate fully in all activities to the extent that the condition of the student and the common good of the school shall determine. The principal, in consultation with the Superintendent, shall review all aspects of each case and make determination based upon its unique circumstances. If the student desires to return to school after the birth of the child, the school will facilitate her enrollment.

The condition of pregnancy shall not exclude the student from participating in the public graduation ceremony. However, the principal, in consultation with the Superintendent, shall determine whether unique circumstances may necessitate pursuing an alternate action.

Without jeopardy to the above guidelines, the school shall retain the right and the responsibility to promulgate and implement disciplinary measures, including expulsion for public and overt breaches of Catholic moral teaching.

Married students/students no longer living with parent/guardian

Central to the philosophy of St. Paul High School is the belief that parents are the primary educators of their children. In support of this, the school and the parent work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries will not be allowed to attend St. Paul High School.

In addition, a student not living in the home of a parent or guardian may not be allowed to attend school. All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

Abortion

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings. The reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion disregards innocent human life and is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. (Gaudium et Spes, 51; Code of Canon Law, 1398).

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling in accord with the policy above, each situation regarding abortion will be handled on an individual basis, applying the following suggested procedural guidelines: If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member of the school community is to advise the student to contact the principal or counselor. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.

If the student intends to proceed with the abortion, does proceed with the abortion or make known that she has undergone an abortion or that she/he has assisted in procuring an abortion, the administrator, teacher or counselor to whom this fact is made known, without jeopardizing the privacy of the student, is to contact the Regional Supervisor or Associate Superintendent of Schools for further guidance as to handling the situation.

Without jeopardy to the above guidelines, the school retains the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

Child Abuse

Child abuse is a reality of our society. Child abuse includes physical injury which is inflicted on a child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonable suspected incidents of child abuse must be reported immediately, or as soon as practically possible by telephone to a child protective agency* by a child care custodian or health practitioner. A "child care custodian" includes a pastor in his role as ex officio administrative officer of the parish school, a teacher, a principal, a teacher's aide and an administrator of day camps. A "health practitioner" includes a social worker, a psychologist, a licensed nurse and marriage, family and child counselor. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. After the initial report by telephone, a written report must be sent to the child protective agency within thirty-six hours of receiving information concerning the incident. For the purpose of the reporting statute, "child" means a person under the age of eighteen years.

***A Child Protective Agency:** A child protective agency is defined as a police or sheriff's department, probation or county welfare department. In Los Angeles County, for example, the appropriate child protective agency would be either the Los Angeles County Department of Children's Services or the law enforcement agency having jurisdiction over the area where the abuse occurred. In most cases this is where the child resides.

STUDENTS WITH AIDS / HIV

The Archdiocese of Los Angeles has accepted the United States Bishop's statement "The Many Faces of AIDS: A Gospel Response," as adapted for use within the archdiocese. The document states:

Infection with AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program, or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, persons infected with HIV/AIDS will be admitted to our elementary and secondary schools. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV/AIDS shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well being, and individual privacy and needs.

VERBAL / WRITTEN CONFIDENCES

Teachers, Counselors, Retreat Leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

ASSEMBLIES AND RALLIES

Assemblies serve to provide opportunities for students to learn how to conduct themselves in audience situations; they are a means to present to the entire student body programs of current interest; they develop school spirit; they provide opportunities for student performers to develop poise and self-confidence. Students are to behave in a courteous and appropriate manner, which brings credit on themselves and the school.

Desirable conduct based on the principles of Christian courtesy is expected of all students. All student assemblies are opened and/or closed with a prayer.

At formal assemblies:

- students are expected to give complete attention to the speaker (student, teacher, administrator, and visitor) or program that is being presented.
- whistling, shouting, and booing are not an acceptable response.

Rallies are held to support our athletic teams and to foster school spirit. We expect and encourage students to participate enthusiastically. Students are, however, expected to act with courtesy and consideration and follow the instructions given by those conducting the rally.

Toilet paper, laser pointers, water balloons, silly string, air horns, balls, confetti, etc. are not permitted at rallies or assemblies. Students will lose the privilege of attending assemblies or rallies based on poor behavior.

At the conclusion of an assembly, students will be dismissed by the Dean of Students.

LUNCH

Students are not allowed to leave campus to pick up lunches. Store bought lunch deliveries are also not allowed and will be confiscated (pizza, McDonald's, etc.) Students are to remain in the designated lunch area during break and lunch. During lunch time, all buildings are off limits. Eating in classrooms is not permitted. Students should enter the Library from the front door during lunch. The restrooms under the bleachers will be open during this time. Parking lots, basketball courts outside the 100 building, athletic fields, locker rooms or the Den, the bleachers, behind the 400 and 500 buildings, sidewalk areas in front of the school and alongside faculty parking lots are off limits. Students violating lunch area limits may be given a violation slip.

DANCES

Dances are held both on and off campus. Once at a dance, students and guests must immediately enter the dance. Dances never last past midnight. Loitering is not allowed. Students may not be admitted one and half hours (1 ½) after a dance begins. Students are not permitted to leave the dance prior to one hour of the dance ending, without parents' signing them out, and will not be permitted to re-enter the dance. It is the responsibility of the parents to pick up students without transportation promptly at the end of a dance. Parents who do not pick up their student and guest within 30 minutes of the dance's end will incur a \$50 per 30 minutes charge which will be added to their monthly statement.

Dances are for St. Paul students and their guests only. Each student is allowed one guest. St. Paul freshmen are not allowed to attend the Prom. Guest passes are required and must be obtained before the dance from the Dean of Students. Passes must be signed and submitted to the Main Office at the time of ticket purchase. All disciplinary regulations apply at dances. Rules that apply to St. Paul students also apply to their guests regardless of their age. Former students with outstanding tuition accounts are not allowed to attend St. Paul dances.

Students are expected to dress appropriately. Dress must be modest.

Any violation of the above guidelines or guidelines specified for the activity will result in the loss of a future event per the Dean's discretion.

Students in financial arrears (tuition and fines) at St. Paul may not attend formal dances.

Students who do not comply with regulations at dances will be asked to leave the dance immediately. Student's whose guests do not comply will lose the privilege of bringing guests to future events.

All dance tickets are non-refundable and non-transferable.

YEARBOOKS

Students are expected to follow the guidelines established by teacher with regard to yearbooks in the classroom. Teachers may confiscate a student's yearbook if the student does not adhere to such guidelines. The yearbook may not be returned until the end of the school year. If a yearbook is found to contain inappropriate messages, disciplinary action may be taken.

STUDENT IDENTIFICATION CARDS

Students must have their ID picture taken on the designated picture days. The ID picture is used for both the yearbook and ID card. Students are required to have the St. Paul ID card in their possession whenever they are on the St. Paul campus and at all games, dances, and extra-curricular activities. When and if an administrator, teacher, staff member, or chaperone asks for an ID, it must be produced. This person is authorized to keep the card for conduct or identification purposes, if they so choose. Any student without an ID card or who refuses to produce it when rightfully asked is liable for disciplinary action.

Cost of replacing a lost ID card is \$10. Make-up days will be scheduled as needed. Property of St. Paul High School must be returned if a student withdraws during the school year. This includes the student ID card.

ATHLETIC PROGRAMS

Teams are selected by the coaching staff. Participation in school athletics is a privilege, not a right. In accordance with our philosophy of education, we encourage all students to participate in some form of athletics. St. Paul High School is a member of the Camino Del Rey Association and Angelus League (football), Camino Real League (cross country, girls volleyball, girls soccer, track and field, boys volleyball), Del Rey League (girls golf, girls basketball, baseball, softball, boys golf) and the Santa Fe League (boys basketball and boys soccer) and is subject to their Constitutions and bylaws. The school fields eight sports for boys (football, volleyball, cross-country, basketball, soccer, baseball, golf, and track and field) and seven sports for girls (volleyball, cross-country, basketball, soccer, softball, golf, and track and field).

The St. Paul High School philosophy adheres to the philosophy of the Catholic Athletic Association Gold Book Code of Ethics. It is the duty of all concerned (students, coaches, parents, and spectators) with high school athletics:

- to emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- to eliminate all possibilities which tend to destroy the best values of the game.
- to stress the values derived from playing the game fairly.
- to show cordial courtesy to visiting teams and officials.
- to establish a happy relationship between visitors and hosts.
- to respect (refrain from verbally abusing) the integrity and judgment of sports officials.
- to achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- to encourage leadership, use of initiative, and good judgment by the players on a team.
- to recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.

- to remember that an athletic contest is only a game-not a matter of life or death for the player, coach, school officials, fan, community, state, or nation.

In addition, Catholic interscholastic activity should assist participants in developing:

- an ability to keep sports competition and associated activities within the proper Christian perspective.
- a desire to develop and properly utilize their God-given physical and mental abilities.
- a willingness to accept responsibility both as an individual competitor and as a contributing team member.
- a capacity for self-discipline, so vital to leading a Christian adult life.
- an ability to properly control emotions during periods of stress.
- an appreciation of the efforts of others, whether they be teammates, opponents, coaches, officials, or spectators (good sportsmanship).
- a Christian environment of school and community spirit and loyalty.

OPEN ENROLLMENT

St. Paul High School has established open enrollment policies in concert with the California Interscholastic Federation State Rule 222 with the following conditions:

- St. Paul High School is a catholic co-educational high school whose philosophy and mission is based on the call of the United States Catholic bishops, *To Teach as Jesus Did*.
- St. Paul High School accepts students on a space available basis.
- St. Paul High School charges tuition for its educational services.
- St. Paul High School has admissions requirements pertaining to academic standards and behavior.

ELIGIBILITY

In order to try-out or participate in any athletic competition, all student-athletes must:

- adhere to all school eligibility requirements.
- observe all regulations in the current edition of the CIF Blue Book.
- have an annual physical examination given by a physician. This paper work must be on file in the Athletic Office prior to any participation in a sport (including off season workouts and tryouts). **Physicals must be given during the month of June to be considered current and will terminate at the end of the school year.**

ATHLETIC ELIGIBILITY APPEALS PROCESS

- Recognizing that academics is paramount to the success of the student and that the time commitment to a team can be challenging, the administration of St. Paul High School offers student athletes relief within the guidelines established by CIF.
- Students may only be granted the appeal once in grades 9 and 10 and once in grades 11 and 12. Semester 2 grades may not be appealed because of the benefit of summer school remediation. In order to be eligible for consideration, the student has earned no more than one failing grade (F). Regular and prompt attendance is also required to be eligible for this process.

- Students are ineligible to participate in CIF sanctioned events until the paperwork is complete and signed by the student, parent, and administrator.

ATHLETIC COMMITMENT

Student-athletes are considered to be a member of a team by attending the first official practice, deemed by CIF-SS as published by the athletic department. The athletic department of St. Paul High School requires all student-athletes to fulfill their commitment to their team. A full commitment includes the completion of a season including attendance at the team award ceremony.

Failure to fulfill one's commitment as determined by the Athletic Director and administration will result in the ineligibility for the next season of sport, of which the student-athlete normally participates. The school reserves the right to withhold participation certificates and awards earned in the season. This commitment includes attendance at the end of season ceremony/banquet/reception. Family accounts will be charged for the cost of the athlete's meal if they are not excused in advance by the Athletic Director from attending the awards ceremony/banquet.

ATHLETIC REQUIREMENTS

In order to be eligible to participate in a sport, the following are required during each season of sport in which the student athlete joins.

- A completed parent permission form and approved proof of an athletic physical exam.
- Parent permission forms required by the athletic doctors, trainers and interns from SCU.
- Information sheet with addresses, contact information to be shared with the team parent or waiver refusing to offer the information.
- Signed CIF code of conduct forms for both the student athlete and parent(s).
- Athletic commitment agreement signed by both the student athlete and parent(s).
- Concussion awareness and prevention and sudden cardiac arrest awareness signed form.
- Athletic financial commitment form signed by the parent(s).
- Team expectation and commitment form signed by both the student athlete and the parent(s). This is a form offered by various coaches for a limited number of athletic programs.

FEES

Each athletic program is responsible for raising funds to help offset the costs associated with the sport (tournaments, officials, equipment, school issued uniforms, transportation, etc.) There are costs associated with every sport. These costs and means of generating ways to offset them will be discussed at preseason parent meetings. Athletic/Activity fees billed will not be prorated and are not refundable or transferrable if the student-athlete quits or is removed from the team for any reason including academic ineligibility. Athletic budgets are based on the number of athletes in the program and crediting accounts because a student was injured, absent from a considerable amount of time for miscellaneous reasons, or did not get his/her desired amount of playing time is not a reason for a discount or prorated athletic fee.

All fees for a season of sport must be paid by the dates established by the school. Failure to pay the fees in accordance with the established calendar will affect the athlete's ability to practice or compete until the fees are paid. Students will not be allowed to start a season of sport with outstanding tuition or fees from a previous sport.

PHYSICAL EXAMINATIONS

- students who wish to participate in any extracurricular activity; e.g. conditioning, try-outs, practice, etc... must have a physical on file with the athletic office prior to any such activity.
- physicals taken in prior school years will not be honored and will prevent the athlete from trying out, working out, or participating with/on a team for the current school year including the preceding summer.

ATHLETIC INJURIES

If a student is injured while participating in any athletic practice or contest, an injury report must be filed in the athletic department immediately. An insurance claim form will be issued at that time. It is the responsibility of the parent to file all claim forms (school issued and personal) with their physician or medical facility.

VARSITY LETTERS

To be eligible to receive a varsity letter, the student must:

- be eligible for the jacket based on the requirements established for each program by the head coach, moderator, director, etc. Each coach will be asked to discuss the requirements at the team parent meeting. This information is on record in the athletic office.
- meet the team requirements based on head coaches recommendations.
- present a varsity letter request form signed by the head coach, moderator, director, etc. and then the athletic director authorizing the purchase of the letter and patches.
- varsity letters, shields, emblems, patches must be purchased from St. Paul High School and sent to Neff for application to the jacket purchased there.

VARSITY JACKETS

Neff is the only authorized dealer of the St. Paul Varsity Jacket. The school guarantees that jackets purchased and tailored at Neff comply with the rules and guidelines established by St. Paul High School, including correct design and color of the jacket, fonts, and approved placement of patches. The school does not endorse or approve of any other vendor.

St. Paul Varsity Jackets are strictly regulated and must meet uniform guidelines. There can be no variance in colors, styles, or lettering. Students will not be allowed to wear varsity jackets that do not meet specifications. These guidelines must be followed as these jackets can be expensive and are a symbol of pride. Failure to adhere to these guidelines may affect the ability to wear the jacket to school or to school events on or off campus.

Girls must wear the hooded style with navy fabric sleeves and red hood while boys must wear the non-hooded, white leather sleeve, navy body style.

The back of the jacket can have the student's last name only. No other writing, decoration, or embellishment is allowed on jacket including on the back. Only school issued patches and medals are allowed on the front or sleeves of the jacket. The year of graduation, position, event, or jersey number may be added to the sleeve. School issued pins, patches, CIF patches, All League patches and tournament/t competition championship patches are the only authorized patches that can be added to the front and sleeves of the jackets.

CECILIA RONAN OUTSTANDING SCHOLAR ATHLETE OF THE YEAR AWARD

The Scholar Athlete of the Year Award will be selected by the Athletic Director with Administration approval. To be eligible for consideration for this award, the student athlete must:

- be a senior
- maintain a cumulative 3.5 GPA or better while participating in athletics
- earn a varsity letter
- be recognized as contributing to the overall school community in cooperation, Christian service, and attitude

DON WARD OUTSTANDING ATHLETE OF THE YEAR AWARD

The Athlete of the Year Award will be selected by the Athletic Director(s) with Administration approval. All nominations by the varsity head coaches along with and proof of eligibility will be submitted to the Administration for selection.

To be eligible to receive this award, the athlete must:

- be a senior
- earn a varsity letter
- make a substantial impact to the overall athletic department
- be recognized as contributing to the overall school community in cooperation, Christian service, and attitude

SWORDSMEN SCHOLAR ATHLETE AWARD

Seniors who have participated in athletics in each of the last four years and have maintained a 3.5 GPA or better are awarded the Swordsmen Scholar Athlete Medallion. This medallion will be worn with their cap and gown on graduation day.

SCHOLAR ATHLETE AWARD

Students in grades 9-12 who have maintained a 3.5 GPA or better during their season of sport are awarded a Scholar Athlete Patch and/or a Scholar Athlete Certificate. Students will receive a patch once throughout their four years, but can receive multiple certificates.

The fall awards assembly will include the following sports using semester 2 grades for verification:

- Baseball
- Boys' Volleyball
- Boys' Golf
- Softball
- Track & Field

The spring awards assembly will include the following sports using semester 1 grades for verification:

- Cross Country
- Football
- Girls' Volleyball
- Basketball
- Soccer
- Girls' Golf

The school reserves the right to amend the qualifications for the selection process at anytime.

TRANSPORTATION / DRIVERS

The normal means of student transportation to athletic events is by buses operated by a carrier licensed by the State of California to transport students. Richmond Transportation is used for most off-campus functions authorized by St. Paul High School. In some cases, students may be transported to authorized off-campus functions by car. The Principal's permission is required in all such instances. This permission will not be forthcoming unless the driver is over 25 years old, insured, properly licensed, and each individual student to be carried has the written permission of his/her parents to be driven with the person. The school is not liable for transportation on non-academic days.

SPORTSMANSHIP

According to the guidelines of the CAA and the CIF, parents, coaches and students are encouraged to demonstrate good sportsmanship at athletic events toward their own team, the visiting team, officials, and spectators. Any deviation from this policy is considered contrary to the philosophy of St. Paul High School and appropriate measures will be taken to resolve the problem. (i.e. anyone using abusive, profane language, or consuming alcohol at school athletic events will be asked to leave the property and may be prohibited from attending future events) Any player or coach ejected from a contest will be suspended for the next contest. St. Paul High School adheres to the CIF "Code of Conduct". All students participating in athletics are required to sign the "Code of Conduct" which is kept on file in the Athletic Director's office.

NCAA ELIGIBILITY CENTER

The NCAA Initial-Eligibility Center is an organization that works with the NCAA to determine a student's eligibility for athletics participation in his or her first year of college enrollment. Students who want to participate in college sports during their first year of enrollment in college must register with the clearinghouse. Located in Iowa City, Iowa, the clearinghouse staff follows NCAA bylaws and regulations in analyzing and processing a student's high school academic records, ACT or SAT scores, and key information about amateurism participation to determine the student's initial eligibility.

TO REGISTER WITH THE CLEARINGHOUSE

Fill out the online form at the Initial-Eligibility Clearinghouse Web Site or call the NCAA publications hotline at (800) 638-3731 and ask for a free copy of the "Guide for the College-Bound Student-Athlete" which contains the registration forms and a Eligibility house brochure. This guide can also be viewed online in our Student-Athlete Eligibility and Recruiting Section.

NCAA Eligibility Center
P.O. Box 7136
Indianapolis, IN 46207
(877) 262-1492 (customer service Monday – Friday, 8 a.m. – 5 p.m. Central time)
(319) 337-1556 (fax)
www.eligibilitycenter.org

SCHOOL FACILITIES / SERVICES

Class Rings/Senior Graduation Announcements

As a service to the students, the school allows So Cal Grad to provide class rings to students who wish to make such a purchase. Ring measurements normally take place in April of the sophomore year. Rings are distributed in October or November of the junior year. Jostens also provides senior graduation announcements. Orders are taken on designated days in the month of January. Announcement orders are distributed in early May.

Senior Portraits / ID / Dance Pictures / Sports Pictures

As a service to the students and their parents, the school has contracted with a photographer to provide senior portraits, at a cost set by the photography studio, to interested students. Seniors have their portraits taken during the summer. Seniors will receive information in the mail regarding portrait services.

All students must have a current St. Paul High School ID card. Students must have their ID photograph taken on the designated picture days. Picture packages will be available during book sale days in August. A replacement ID is \$10.00.

Picture packages are available at most off-campus dances and other events held on campus and for group pictures (sports teams, clubs, etc.). Picture package prices are set by the photographer and depend on the package the student selects.

Every program under the supervision of the Athletic Director will schedule a team photo day to be held before the middle of the season. Families will have the opportunity to purchase these photos.

St. Paul High School reserves the right not to publish in the yearbook student pictures in violation of school dress and grooming regulations.

Students and parents are **under no obligation** to purchase rings, graduation announcements, or pictures from the above companies. The school does not assume responsibility for the quality, price, or delivery of such items.

BOOKSTORE

The primary source of sales for textbooks will be pau.escobookstore.com. Books will need to be purchased online. Families without internet access may order by telephone, but a check will need to be received before the textbooks will be shipped. You may order textbooks after you receive your class schedule. Textbooks will not be sold out of the Bookstore.

The Student Store will continue to sell locks for lockers, Physical Education uniforms, some paperback reading books, etc.

Textbooks can be sold back to pau.escobookstore.com at the end of the school year at a price negotiated with the bookstore. The days the company will be at the school to make their purchase will be posted during the final quarter of the year. You may also choose to sell your textbooks to an underclassman on your own.

SWORDSMEN STORE

The Swordsmen Store is located in room 113. Hours will be posted. The store will sell locks, PE uniforms, apparel, school supplies, etc.

WORK PERMITS

No minor under the age of eighteen who is required to attend school may work without a work permit. Permit applications are available with the Registrar.

INSURANCE

Each student is covered by the Archdiocesan Student Accident Insurance Program. Forms should be picked up in the Main Office as soon as possible after an injury.

LIBRARY

Library hours will be posted once the school year begins. Rules and regulations are posted. A copy machine and computer work stations are available in the Library for student use. Copies cost \$.10 each for black and white and \$.25 for color (same prices for computer print outs). The Librarian reserves the right to check student's book bags. Books and materials are checked out to students for three (3) weeks with renewals available. Fines will be imposed for the late return of books and/or materials.

PARKING

Students are to park in the student parking lot only. Cars are to be parked within the designated painted parking space. Violators will be fined by the Deans of Students. Parking is **"at your own risk"**. The school is not responsible for damage or theft on school property.

SNACK BAR

Food is sold before school, break, and lunch. Lunch deliveries are not allowed. This includes lunch deliveries to the Main Office.

COMPUTERS

Computers are located in the Computer Labs, the Library and classrooms. Students are warned to take computer use seriously. Damage to computers caused by misuse may result in the student being fined the cost of repair, loss of his/her privilege to use the school's computers, or other disciplinary action. The school reserves the right to search computer files (including laptops). Privacy should not be an expectation. Internet access is available only to those students who have a signed Acceptable Use Policy form on file in the Main Office.

ACCEPTABLE USE POLICY

St. Paul High School's computer network provides access to the Internet. Before a student is allowed to use the school's computers, the Student Network Responsibility Contract must be read and signed.

The Internet is an electronic information and communications "highway" connecting millions of computers all over the world and millions of individual people. Students, teachers, support staff, parents and community members with accounts have access to any or all of the following:

- electronic mail (email) communication with people all over the world.
- information and news from a wide variety of sources and research institutions.
- public domain and shareware software.
- discussion groups on a wide variety of topics.
- access to many university libraries, the Library of Congress, and more.

With access to computers and people all over the world also comes the availability of some materials that may not be considered to be of educational value within the context of the school setting. The administration of St. Paul High School firmly believes that the valuable information and interaction available on this worldwide

network far outweigh the possibility of users procuring material that is not consistent with the educational goals and philosophy of the school.

Listed below are guidelines established by the school. If any user violates any of these provisions, his or her privilege of using the school's computers may be terminated, appropriate disciplinary action taken, and all future access to the school's computers denied.

- **Acceptable Use:** The purpose of St. Paul High School's provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of a student's account must be in support of education and research and be consistent with the educational philosophy and objectives of St. Paul High School. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any materials in violation of any U.S. or State organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Unauthorized use of email or chat rooms is prohibited and could result in the loss of computer privileges.
- **Privileges:** The use of the St. Paul High School network services is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges. The school's Computer Coordinator will deem what is inappropriate use, take appropriate action and determine consequences. Also, the site and/or system administrator may close an account or deny access at any time as required. The administration of St. Paul High School may request the system administrator to deny, revoke, or suspend specific user accounts.
- **Netiquette (Network Etiquette):** The use of an account/access requires that the user abide by accepted rules of network etiquette. These include, but are not limited to the following:
 - **Be polite:** Do not send abusive messages to anyone.
 - **Use appropriate language:** In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the appropriate authorities.)
 - **Privacy:** Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property. Do not forward / distribute an email message without permission from the author.
 - **Connectivity:** Do not use the network in such a way that would disrupt the use of the network by others.
 - **Services:** St. Paul High School will not be responsible for any damages you may suffer. This includes loss of data resulting from delay, non-deliveries, or service interruptions caused by our/your errors or omissions. Use of any information obtained via the St. Paul High School network services is at your own risk. St. Paul High School denies any responsibility for the accuracy or quality of information obtained through network services.

- **Security:** Security on any computer system is a high priority, especially when the system involves many users. If a security problem can be identified by a user, it is the user's responsibility to notify a system administrator either in person or via the network. The problem should not be demonstrated to other users. Other individual's accounts should not be used, messages should not be forged or posted anonymously. Attempts to login to the system as any other user may result in cancellation of user privileges or other disciplinary actions. Attempts to login to the St. Paul High School network as a system administrator or any other form of unauthorized access may result in immediate cancellation of user privileges or other disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the St. Paul High School network.
- **Vandalism:** Vandalism may result in cancellation of privileges or other disciplinary action by the school, and or criminal prosecution. This includes, but is not limited to contamination, deletion, and reconfiguration of data or degradation of system performance in any way.
- **Updates:** St. Paul High School may occasionally require new registration and account information in order to continue to provide service to students. Any registered student must notify the system administrator of any changes in account information. All Terms and Conditions as stated in this document are applicable to the St. Paul High School community. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the rules and regulations of St. Paul High School.

HEALTH AND SAFETY

If a student becomes ill during the day, a hall pass is obtained from the subject teacher and the student reports to the Main Office. A student may remain in the Main Office for one period only. If a student has not recovered sufficiently after one class period, the parents or the emergency contact persons are notified and arrangements are made for his/her return home. Parents or the emergency contacts alone are to provide transportation home.

Students must have health and necessary medical information on file to facilitate contacting parents in an emergency.

No student may leave school because of illness without the school's permission; likewise, no student may call his/her parent for this reason without getting permission from the Main Office. Before leaving campus, the student must sign out.

As prescribed by state law, health services at St. Paul High School are limited to first aid. Teachers, administrators, or staff without written parental permission can give no medication, including aspirin, to students.

Any student who must take prescribed medication during school hours is required to have written permission from his/her parents and contact the Main Office.

In an emergency, the Santa Fe Springs Paramedics are called first and the parents are contacted as soon as possible. If hospitalization is necessary, the student is usually moved to the Emergency Room.

All students are covered under the Archdiocesan Accident Insurance Plan. A special insurance that is required for all participants in the football program is included in the football insurance and equipment fee.

In order that all necessary insurance forms may be completed, a written report of injury with all pertinent details of time, date, situation and nature of the injury must be reported by the adult supervisor as soon as possible to the appropriate office.

EMERGENCY DRILLS

Fire Drills

It is important that each student do the following:

- learn exit routes for each room.
- if a signal is given between classes at break or lunch, proceed immediately the basketball courts and report to the teacher of the previous class.
- when not in class, immediately report to the teacher from whose class you are excused.
- do not go to your locker during the fire drill.
- when the signal is given, quickly leave the room quietly and in single file. the administrators are to see that all corridor doors are secure.

Earthquake

- in the event of an earthquake, students will exercise the drop, cover and hold drill.
- students will not leave the classroom until directed.
- students should use common sense, taking the safest route to the designated area on the football practice field.
- students should locate and remain with their class so that attendance may be taken.

IN CASE OF AN ACTUAL EMERGENCY, STUDENTS WILL ONLY BE RELEASED FROM THE BASEBALL FIELD GATE TO PARENTS, GUARDIANS, OR THOSE AUTHORIZED ON THE EMERGENCY CARD. ID MUST BE SHOWN.

STUDENT ACTIVITIES

Clubs exist to teach new skills, encourage the development of the total person and provide a service to the school and the community. The Campus Minister in cooperation with the Religion Department and the ASB Moderators promotes and coordinates service to the school community. The Student Council (ASB) is established to promote the total activities program of the school and to coordinate all events and projects which are classified as extra-curricular.

ASB STICKERS

Students may purchase an ASB Sticker for an additional cost of \$10.00. The ASB Sticker is placed on the student's I.D card and can be used for discounts in the ASB Café, student store, dances, yearbook and various exclusive student activities throughout the year. ASB Stickers may be purchased through the Director of Student Activities.

TO FORM A CLUB

- students shall submit to the ASB moderator, in writing, a proposal for a club. This proposal shall include the nature of the club, its purpose, requirements for membership, benefits to members, and the name of a faculty member who would volunteer to moderate the club.
- the ASB moderator will submit the proposal for consideration and possible approval to the administration. if the administration approves the club, the club may be chartered.
- in the fall, ASB sponsors a "club day". students are encouraged to sign up for clubs they are interested in joining. within two weeks, the club moderator will hold an organizational meeting.
- unless designated by the activities director, club charters automatically expire in June and must be renewed in the fall of the year.

A list of accepted clubs will be published in the month of October.

ACTIVITIES

The school's minimum standard for participation in extra curricular activities is a 2.0 grade point average; however, individual groups and activities may require a higher grade point average than the minimum.

ELIGIBILITY

In order to try-out or participate in any extra-curricular activity all students must meet the eligibility requirements. Students who voluntarily quit participating in an activity, may not be re-instated during the school year.

PEP SQUAD

Membership is attained through tryouts and selection. Students who wish to try out for Pep Squad must have a 2.0 grade point average. Members must also maintain a 2.0 grade point average to participate. A complete set of rules may be found in the Pep Squad Constitution.

BAND/COLOR GUARD

The St. Paul Band provides entertainment to the community by appearances at games, assemblies, concerts and rallies.

CHORUS

The choruses perform at concerts, assemblies and choral festivals.

DRAMA

The school produces two major drama productions annually. Participation is determined through tryouts and selections. Students who wish to tryout must have a 2.0 grade point average at the preceding quarter grading period.

HOMEcomings/COURTS

Each fall a Homecoming Court is selected. To be eligible to participate, the student must not be on academic nor disciplinary probation and be current on finances.

There will be only one Queen during Homecoming. She must be a senior girl in good academic standing and in all other aspects of school life. There will be no underclassmen courts. Prom will have a Queen and a King, same criteria as above. There is no campaigning permitted for any dance court! Students may only serve on one court per school year.

PUBLICATIONS

Students shall be allowed to express in writing their personal opinions, however, these rights may be regulated.

The written views of St. Paul students must be responsible and put in terms of good taste, be free from character assassination, obscenities, and signed by the student author. The Principal, or someone designated by the Principal, retains the right of approval on all written expression before it may be published or distributed.

The Two-Edged Sword

The school newspaper may be published periodically by the journalism students under the direction of a faculty moderator. Contributions will be published subject to available space and moderator approval.

THE LUMEN

The school yearbook records, in pictures, the year's activities of all classes and organizations in the school. It is a permanent record of school life. The annual is written and published as a combined class and extra-curricular activity by interested students and an appointed advisor.

THE GENESIAN

The Roman comedian St. Genesius brought the dramatic form of art to the Roman people. "The Genesian" literary magazine is a forum for student creative writing and art. It is published during the second semester and is available through the English Department.

THE STUDENT / PARENT HANDBOOK

The Student/Parent Handbook is revised yearly. Students and parents must read this publication at the beginning of each school year. The Student/Parent Handbook is online for easy access. Parents who desire a printed version are encouraged to make a copy for their own personal files. If parents do not have access to a computer, the school will provide a hard copy.

*****The Administration reserves the right to update, clarify misunderstandings, and interpret the rules and regulations of this Handbook as it sees fit during the course of the school year. Students and parents will be notified of such amendments.*****

THE SCHOOL YEAR CALENDAR

The school-year calendar is created in conjunction with all constituents with instructional time being the top priority. The calendar is available on-line and is subject to change. All changes will be announced during the daily bulletin

announcements. Every effort will be made to abide by the printed calendar but in cases where changes have to be made, parents will be notified via the school web-site.

THE DAILY BULLETIN

Items for the daily bulletin must be submitted by 3:00 pm each day by email to the Activities Director. Students submitting items must have them approved by the class, club or ASB moderator. Daily announcements are given over the public address system during the first class of the day. It is important that students are silent when announcements are given. Copies of the bulletin are posted in the 300 building display case and on the school's website.

PUBLICITY

Posting of Materials

- printed material (posters, advertisements, etc.) or anything of similar nature must have the stamp of the ASB moderator before being posted on the bulletin boards or brick surfaces. unstamped items will be removed.
- any class, club, or individual that posts materials is responsible for its prompt removal.
- items may be posted in a classroom subject to the classroom teacher's approval.
- no unauthorized solicitation or advertising will be allowed on school property at any time.

ASSOCIATED STUDENT BODY CONSTITUTION

PREAMBLE

We, the Associated Student Body of St. Paul High School, establish this constitution in order to further the spiritual,

intellectual, and social development of the students of St. Paul High School through cooperation among students, faculty, administration, and parents.

ARTICLE I: NAME

The name of this organization is the Associated Student Body of St. Paul High School hence forth referred to as ASB.

ARTICLE II: MEMBERSHIP

All enrolled students of St. Paul High School are members of the ASB and are entitled to all rights, privileges, and responsibilities thereof.

ARTICLE III: PURPOSE

The purpose of this organization shall be to help further the spiritual, intellectual and social growth of all students; to create mutual understanding through communication among the students, the faculty, the administration, and parents; to administer activities for the benefit of the school community; and to develop the duties and responsibilities of good citizenship by providing the necessary leadership training.

ARTICLE IV: OFFICERS

Section 1

The Student Council shall be composed of twenty-five elected officers and four appointed officers.

- a) The executive officers consist of an elected: student body president, a vice-president, a secretary, a treasurer, a director of publicity; and appointed: commissioner of athletics, commissioner of activities, commissioner of resources, and historian.
- b) The class officers make up four class councils, each with a president, a secretary/treasurer, and 3 class representatives.

Section 2

The collective responsibilities of the executive council and each class council are as follows:

- a) The executive officers are collectively responsible for all matters pertaining to the entire student body and for the functioning of the entire student council.
- b) Each class council is responsible for all matters pertaining to their individual class and for participation in the student council itself.

Section 3

ASB officers shall serve from the time of their installation to the installation of the following year's officers.

ARTICLE V: DUTIES

Section 1

Student Body President

- a) The president shall act as the official representative of the student body.
- b) He/she shall preside over all meetings of the student council, executive council, and all ASB sponsored assemblies.
- c) He/she may appoint a chairperson for all committees of the ASB and be an ex-officio member of all committees.
- d) He/she may attend Faculty and Parent Club meetings in which matters pertaining to the students are discussed.

Section 2

Student Body Vice President

- a) The vice-president shall preside over all meetings of the student council, executive council and all ASB sponsored assemblies in the absence of the president.
- b) He/she shall be responsible for assisting the president with his/her duties.

Section 3

Student Body Secretary

- a) The secretary shall preside over all meetings of the student council, executive council, and all ASB sponsored assemblies in the absence of the president and vice-president and shall delegate his/her duties to a class secretary/treasurer.
- b) He/she shall be responsible for publishing the agenda for student council meetings, to record the proceedings for the meetings, and to publish a summary of the minutes of the student council meetings.
- c) He/she shall be responsible for the direction of the class secretary/treasurer who, on a monthly basis, will be responsible for submitting written reports of all class matters to the entire student council.
- d) He/she shall be responsible for keeping a record of all activities and transactions of the ASB on permanent file.

Section 4

Student Body Treasurer

- a) The Treasurer shall keep a record of all the financial transactions of the student council, classes, and submit a summary upon the request of the council.
- b) He/she shall be responsible for budgeting money throughout the year and handling all other financial matters.

Section 5

Director of Publicity

- a) Shall be responsible for student publicity emanating from St. Paul High School including extra-curricular activities, scholastic achievements and editorial comment.
- b) Shall oversee all publicity of the students within the school.
- c) He/she shall also be responsible for all correspondence relating to publicity.
- d) He/She shall also be responsible for the proper placement and removal of posters on campus.

Section 6

Class President

- a) Shall preside over all Class Council meeting and class assemblies.
- b) He/She shall be responsible for submitting a proposed calendar of activities for the coming year.
- c) He/she shall represent his/her class at all student council meetings.

Section 7

Class Secretary-Treasurer

- a) Shall preside over Class Council meetings and class assemblies in the absence of the president and shall delegate his/her duties to a representative.
- b) He/she shall keep minutes of all class council meetings, handle and keep copies of all financial matters of his/her class and submit monthly written reports of all class matters to the ASB secretary.
- c) He/she shall represent his/her class at all student council meetings.

Section 8

Class Representative

- a) The representative shall serve as a line for direct communication between the student body and the student council.
- b) He/she shall be responsible for keeping his/her class informed and bringing ideas from his/her class back to the student council.
 - c) He/she shall represent his/her class at all student council meetings.

Section 9

Commissioner of Activities

- a) The commissioner shall serve as a line for direct communication between the clubs and the student council.
- b) He/she shall be responsible for keeping the clubs informed and bringing ideas from the clubs back to the student council.
 - c) He/she shall represent the clubs at all student council meetings.
 - d) He/she shall keep minutes of all club meetings, rosters, and constitutions and submit monthly written reports of all club matters to the ASB secretary.
- e) He/she shall be responsible for submitting a proposed calendar of activities for the coming year, organize school and class competitions, and keep track of all spirit points.

Section 10

Commissioner of Athletics

- a) The commissioner shall serve as a line for direct communication between the athletic teams and the student council.
- b) He/she shall be responsible for reporting to the student body all matters pertaining to athletics.

Section 11

Commissioner of Resources

- a) The commissioner is responsible for all resources ordered, purchased, or used by the student body.
- b) He/she shall keep a record of all ASB supplies.
- c) He/she will solicit donations as needed under the direction of the Service Hour Coordinator.

Section 12

Historian

- a) The Historian is responsible for documenting all activities ASB is involved in and submit monthly written reports and photographs of all club matters to the ASB secretary.

Section 13

Staff Assistants

- a) Staff Assistants will be responsible for working all events as requested by the ASB Moderators, Director of Student Activities, or the Coordinator of Student Services.
- b) He/she shall represent his/her class at student council meetings.

ARTICLE VI: QUALIFICATIONS

Section 1

In order to run for office a student must have at least a 2.0 grade point average from the proceeding quarter grading period and a cumulative 2.0 grade point average. All officers must maintain at least a 2.0 grade point average while in office.

Section 2

All presidents and members of the Executive Council must maintain at least a 2.5 cumulative grade point average.

Section 3

All presidents and members of the Executive Council must have served at least one prior year on ASB with the exception of the Freshmen Class Council.

Section 4

All officers must be able to devote extensive amounts of time and energy to student council activities both on weekdays and weekends.

ARTICLE VII: ELECTIONS

Section 1

All officers shall be elected by the students at least once each year.

Section 2

Elections for executive officers, class officers, and class representatives shall take place in May. Freshmen elections shall take place in October or November.

Section 3

Each student shall be allowed one secret vote in these elections.

Section 4

Rules for elections shall be made by the ASB Moderator and approved by the student council.

Section 5

Faculty and administration are forbidden from interfering in the student elections.

Section 6

A plurality of the vote is necessary for a student to be elected.

ARTICLE VIII: MEETINGS

Section 1

The duties of the officers and the collective duties of the councils shall be carried out through regular Student Council meetings held once a month. Other meetings shall be scheduled as deemed necessary. The regular

Student Council meetings shall be open to any student, faculty member, administrator or parent wishing to attend.

Section 2

Class councils and the executive officers shall meet at every other week.

Section 3

A quorum of one-half the entire student council with at least one member of each class council must be in attendance at any student council meeting in order to conduct official business.

Section 4

The majority vote shall be necessary for passing items discussed at meetings.

ARTICLE IX: IMPEACHMENT AND REMOVAL

Section 1

Any officer or staff assistant shall automatically lose his/her office for the following reasons:

- a) The officer or staff assistant is expelled, suspended, or put on probation.
- b) The officer or staff assistant fails to maintain the grade point average required of his/her office.
- c) The officer misses three regular student council meetings in one semester.
- d) The Staff Assistant misses three scheduled events.
- e) The officer or staff assistant submits a statement of resignation to the ASB Moderator.

Section 2

Any officer or staff assistant that fails to fulfill his/her duties may be removed from office only after the following impeachment process is completed:

- a) A motion regarding impeachment is moved, seconded and a secret ballot taken at a regular Student Council meeting.
 - b) A majority of the Student Council votes in favor of impeachment.
- c) At the next regular Student Council meeting, a due process hearing shall be granted and a secret ballot vote regarding removal taken.
- d) A two-thirds consenting vote of the student council is required for the officer or staff assistant to be removed.

Section 3

An election to replace any officer removed from his office shall take place no later than once a month after removal. Staff Assistant positions will be left vacant for the remainder of the year.

ARTICLE X: POWERS

All powers adhere in and are derived from the Principal and are to be exercised by and with the consent and advice of the Principal's appointees, the ASB Moderator, the Director of Student Services, and the Coordinator of Student Services.

POWERSCHOOL

PowerSchool is an online information system that will allow parents and student to have the ability to see in real-time grades, attendance, comments, assignments, test scores, and much more. The information posted on PowerSchool is protected and is visible only to the individual family who accesses their account with their own password. The information that is posted comes directly from the teacher and offices that serve your son/daughter. The information can be accessed from any web-enabled computer. Families who do not have internet access at home are encouraged to use the school library computer to access their accounts.

2016-2018 FINANCIAL POLICIES

TUITION AND FEES

The administration makes every effort to keep tuition at an affordable level for all families. The rising cost of operating the plant and paying for employee benefits requires the school to increase tuition each year. Fortunately, there are many benefactors whose financial support off-sets the cost of operating the school.

St. Paul High School does not receive funds from any federal or state agency and relies solely on tuition payments made by parents and private donations. When parents fail to meet their financial obligations, the school is placed in a difficult position to delay payments to vendors and regular bills.

TUITION POLICY

- all monthly tuition payments must be made through FACTS unless paid in full or two annual installments.
- all tuition accounts must be paid in full by the 25th of each month. If there is an outstanding balance by the 25th, the student will not be allowed to participate in extra-curricular activities and social events/fundraisers until the account is made current.
- a \$25 late fee will be assessed each month the account is delinquent.
- no semester exams can be taken if accounts are not current.
- no final grades or report cards are given to students if accounts are delinquent.
- no senior may attend any graduation event or receive a diploma if accounts are not current.
- no student or family member applying for entrance into the school will be allowed to register or re-register.
- arrange for the prompt payment of all tuition costs and fees as published by the school. and arrange with FACTS tuition plan. Please note: tuition accounts will not be allowed to get more than 3 months in arrears.
- **please note: once an account moves to 2 months in arrears, the student will be suspended until a payment is received.**

PAYMENT SCHEDULE

Parents who can afford to pay the entire tuition in advance are expected to do so. Payment in advance by semester is a second preference. Parents who are unable to fulfill either of these options are given the privilege of paying in eleven (11) equal installments, through FACTS only, according to the following schedule:

Installment 1 July 1

The first installment of tuition must be paid before the student picks up his/her class schedule. Tuition is due on the 1st of every month (it will be taken out of the FACTs account on either the 3rd or the 17th). A \$25 late charge will be added to all accounts that move to a second month in arrears and will continue each month the account is in arrears. This is in addition to any charges that may be incurred for non-sufficient funds to the FACTs account.

A statement of the account will be mailed to each family each month. Any discrepancies in the account should be brought to the immediate attention of the Main Office at Ext. 702. Please do not wait to the last minute before semester finals to attempt adjustments to the account.

| | |
|----------------------|-------------|
| Installment 2 | August 1 |
| Installment 3 | September 1 |
| Installment 4 | October 1 |
| Installment 5 | November 1 |
| Installment 6 | December 1 |
| Installment 7 | January 1 |
| Installment 8 | February 1 |
| Installment 9 | March 1 |
| Installment 10 | April 1 |
| Final Installment 11 | May 1 |

Seniors must have all tuition and fees paid by the first Friday of May.

Note to parents of seniors: Personal checks will not be accepted after the first Friday of May. Personal checks will not be accepted if the parent has made a payment with a check on an account that has insufficient funds.

MANDATORY PARENT SERVICE HOURS

Every family is obligated to pay \$625 or volunteer 25 service hours per school year. It is the responsibility of the parent to keep a record of service hours performed. A service hour slip must be obtained from the event chairperson immediately following the activity. All service hour slips are to be submitted by the faculty member, chairperson, etc. within one month of the event or donation. We encourage you to complete ½ of your service hours by the end of the first semester. Freshmen parents are required to work the majority of their hours at the Bingo program. The number of required bingo shifts will be based on the date the registration fee is paid. Families (students in grades 9-12) receiving tuition assistance must volunteer for additional Bingo shifts (1-3 depending on the amount of the assistance). Current year service hours must be fulfilled by the last Friday in March or they will be billed on the April statement.

ATHLETIC/BAND/PEP SQUAD HOURS

Families whose students participate in Athletics, Band, and/or Pep Squad are encouraged to provide service to their son/daughter's team however there are no extra hours required for the parent. Only the mandatory 25 hours are required.

TUITION ASSISTANCE

A limited amount of tuition assistance is available from the school. A formal application and documentary evidence is required to determine eligibility for school assistance. Families' requesting financial assistance must re-apply by the established deadline each year assistance is needed.

EXTRA-CURRICULAR FEES

Each extra-curricular program is responsible for raising funds to help offset the costs associated with the activity. There are costs associated with every event. All fees for each extra-curricular event must be paid before the first competition or by the date established by the administration. Students will not be allowed to start a season of sport or a new activity with outstanding fees from a previous sport or activity.

PARENT RESPONSIBILITIES

The parents/guardians of any student enrolled in this school acknowledge and accept their responsibility to cooperate actively with St. Paul High School in the process of educating their son/daughter which includes, but is not limited to the items listed below.

Parents are obligated to read and follow the rules as stated in this handbook. We expect parents to:

- support the philosophy, policies, disciplinary, dress and grooming regulations of St. Paul High School as stated in this student/parent handbook
- ensure prompt and regular attendance of their son/daughter at school
- regularly attend and participate in parent meetings, parent orientation, back to school night, and parent/teacher conferences
- notify the student's counselor if a student will be absent for more than one week
- keep the main office informed of changes in emergency card information
- provide the school with up-to-date immunization records. California State Law states that no student shall attend school without proper immunization records
- call the attendance clerk and report their student's absence daily. Write and sign a note explaining their student's absence from school
- fulfill the mandatory parent service hours requirement of 25 hours per family by the first Friday of May or remit \$625. Unfulfilled service hours will be billed at \$25.00 per hour on the first Friday of May
- families of all ninth grade students will be required to work all of their 25 hours at Saturday night bingo. If any scheduled bingo night is missed, you will be billed \$250.00.
- read and be responsible for the information given in the parent newsletter
- demonstrate good sportsmanship at all school events
- parents are reminded that we encourage students to abstain from drinking; therefore, parents should set the example by not drinking on campus or at any school-related activity
- understand that the principal is the sole purchasing agent of the school. Permission to raise funds, collect funds, or deposit funds must be explicitly granted by the principal
- the Principal is the only person authorized to sign contracts for St. Paul High School

Attending St. Paul High School is a privilege, not a right. Students who are in good standing at the end of the year will be invited to return to St. Paul. Students or parents who do not comply with the school's philosophy, policies and regulations jeopardize their standing as a member of the St. Paul community. The school reserves the right to dismiss students for inappropriate behavior.

PARENT/STUDENT HANDBOOK ATTACHMENTS

Per Archdiocese of Los Angeles policy, the attachments on these pages must be inserted **VERBATIM** in the Parent / Student handbook.

SCHOOL STUDENT NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

DOCUMENTATION OF NONDISCRIMINATION

The Internal Revenue Service requires non-public schools to maintain a nondiscriminatory policy with respect to students in order to be recognized as tax exempt. Schools must demonstrate the existence of this policy by annually publishing a statement of nondiscrimination.

By October first of each year, each archdiocesan school must complete a form stating its nondiscriminatory policy. This form is sent to the Department of Catholic Schools and is kept on file there. For parish schools, the pastor will publish the nondiscriminatory policy statement in the October issue of the parish bulletin. The school retains a copy of this issue of the parish bulletin in the school file. The statement of nondiscrimination is published each year in the Staff Handbook, Parent-Student Handbook and also in the admissions materials.

INCLUSION

As a Catholic school every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and principal to implement the STEP or MAP process. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the principal.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
 - Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
 - These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER

FAMILY MEMBERS

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent/guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent/guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

MARRIED STUDENTS

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

STUDENTS NO LONGER LIVING WITH THEIR PARENTS

Central to the philosophy of archdiocesan/parish secondary schools is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend an archdiocesan/parish secondary school. The principal is expected to confer with the Regional Supervisor before making any final decision.

EMANCIPATED OR EIGHTEEN YEAR OLD STUDENTS

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school.

TUTORING

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Electronic Communications Policy

1. Systems, Devices and Materials

- a. **Electronic communications systems** include, but are not limited to electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- b. **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- c. **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;

- c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. Ownership and Control of Communications

- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- e. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan

systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for E-mail correspondence and other electronic communications

- a. All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. E-mail and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. Prohibited Practices:

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- a. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- b. Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- c. Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend

- someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- e. Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- f. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- g. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- h. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- j. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- k. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- l. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.

- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

HARASSMENT, BULLYING AND HAZING POLICY

This policy must be published in the parent/student handbook. St. Paul High School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students. Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

HARASSMENT occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

BULLYING is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be

socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

HAZING is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

RESPONSIBILITIES OF THE SCHOOL

It is the responsibility of St. Paul High School to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

RESPONSIBILITIES OF THE STUDENT

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties.
- Confidentiality will be maintained as much as possible.

STUDENT THREATS

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat, shall be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat should be made by the principal and pastor on a

case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

CONFIDENTIALITY AND PRIVACY

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users

should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access. Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

PARENT / STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

SCHOOL LEVEL

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

DEPARTMENT OF CATHOLIC SCHOOLS LEVEL

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events (Global Archdiocesan)

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.

- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- **Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.**
-

Directory Information

Directory information" means one or more of the following items: a pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

To the extent possible, the school will minimize access to student phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

In no cases should commercial enterprises have access to directory information.

Lists of room parents/guardians, students in each grade, phone numbers, email addresses, and any other personal information about families and students are considered confidential and may be used only for the purposes specified.

13.3.2.1 Release of Directory Information for Tracking Purposes

Catholic high schools in the Archdiocese of Los Angeles participate in programs in which students' personally identifiable information is disclosed to school officials for purposes of tracking alumni throughout college. This data enables schools to better serve their alumni and helps evaluate the effectiveness of schools' curriculum, instruction, and support services.

A school may disclose directory information as defined above to school officials, including contracted individuals or organizations such as the [National Student Clearinghouse](#), to assist the school in tracking its alumni throughout the college. Unless a parent, student, or former student files a notice to

prevent disclosure of directory information, a student's information may be released for the purposes described herein.

Any parent or student over 18 ("eligible student") wishing to prevent disclosure of directory information for tracking purposes must file a written notification to this effect with the principal. If a parent or eligible student submits a request to the principal, it becomes effective on the day it is received by the principal, except for directory information that has already been disclosed.

Once a parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, each parent and eligible student is encouraged to review the student's demographic data periodically.

For additional information, please see the [National Student Clearinghouse](#).



ACKNOWLEDGMENT OF RECEIPT
OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: **“All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.** All adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

Name (please print legibly): _____

Signature: _____ Date: _____



ACCEPTANCE OF PARENT/ STUDENT HANDBOOK

Our family has received and read the **St. Paul High School Parent/Student Handbook**. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Student's Name (printed) _____ Grade _____

Student's Signature _____ Date _____

Please return this signed form promptly to the School Office.
This form will be placed in the student's permanent files.