

St. Paul Catholic High School

Welcome

PARENT-STUDENT HANBOOK

Welcome to the Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time.

Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Chapter-1

INTRODUCTION TO THE HANDBOOK

Section-2-01

Mission Statement and Philosophy

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 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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Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

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.

Section-2-03

History of the School

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.

School Profile

Navy Blue and White	Mascot: Swordsmen	Founded: 1956	Colors:
Christ Lives In Me	Crest: Sword, Shield, Scroll, and Laurel Wreath	Patron: St. Paul the Apostle	Motto:

Section-2-04

Accreditation

ACCREDITATIONS

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Western Association of Schools and Colleges * Western Catholic Education Association

Section-2-06

School Personnel Lists

Kate Aceves, Principal
Matthew Elliott, Assistant Principal of Operations
Robert Miller, Assistant Principal of Advancement
Michael Alvarez, Campus Minister
Mary Anderson, Athletic Director
Gregory Dixon, Dean of Students
Charles Gandara, Activities Director
Chris Aquino, Dean of Curriculum and instruction
Rev. Marco Reyes, Chaplain

Section-2-07

School Schedule and Calendar

Calendar: <https://www.stpaulhs.org/apps/events/calendar/?id=0>

Section-2-08

School Map

Section-2-14

Dress/Uniform Code

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

any time on campus or at any school event. Practices or 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

Shirts

- A school uniform polo must be worn every school day. It must be navy blue, white or gray combed short or long sleeved cotton polo shirts.
- **ALL uniform polo shirts must** have the St. Paul High School logo and **be purchased through Michael's uniform company.**
- Turtlenecks are not allowed.
- Items worn under polo are **to** be plain white or the same color as the polo. Only long sleeved under-shirts are allowed
- Hooded sweatshirt (uniform or non-uniform) may not be worn under 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: Pants/shorts must be navy blue or khaki with the St. Paul (SP) logo. Standard school skirt bottom hem must not be more than five (5) inches above the knee. All skirts, pants, and shorts must be purchased at Michaels Uniform Company and must contain the SP logo. 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: Pants/Shorts must be navy blue or Khaki with the St. Paul (SP) logo. 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, Mass/Formal Dress Attire will be required on days we celebrate Mass as a school community, or any other day/event mandated as a formal day/event.

- Only navy pants or a school skirt and a white polo
- **No** sweatshirts, hoodies, or athletic jackets/tops may be worn
- 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 or wedges
- 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 contain picture designs
- 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 or contain any inappropriate markings.

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.)
- non-uniform jackets or sweatshirts may not be worn
- only plain blue, black, or white jean pants with **No writing, holes, rips, or tears**
- **No** shorts, leggings, sweatpants, yoga pants, tights, athletic shorts etc.
- St. Paul uniform tennis shoes
- **No** hats. Only SP beanies may be worn
- questions – ask the Dean of Students

Other Non-Uniform Dress Days

On occasion the students will be granted a casual or special dress day (***These days are not considered "Free Dress" days***). Any body part normally covered by the school uniform must be covered. The student's dress should reflect the school dress philosophy with an awareness of appropriate dress in a Catholic setting. The dress should reflect modesty, decency, cleanliness, and commonly accepted norms of good taste. **No** athletic tights, yoga pants, leggings, short shorts, UGGs, flip flops, slides, sandals are allowed to be worn on those days. All other general guidelines must be followed.

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 or other piercings, 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. a neatly groomed mustache is permitted.
- visible tattoos are prohibited at any school function, including games, practices, and dances—on and off campus etc.
- shaved eyebrows are not allowed

Section-3-5

Christian Service Program

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.

Section-3-6

Retreats

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.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

Students Admitted at 9th-12th Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**

(3 doses OK if one was given on or after 4th birthday)

- **Hepatitis B — 3 doses**
(not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

Topic-4-04-1

Absence

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. 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. This includes weekend activities or events for an absence on a Friday.

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 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

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. Students receiving a Re-Admit after bell beginning the school day will be marked "Tardy". 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 are not to write their own notes.

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. Violation(s) of verification of absences may result in disciplinary action. Failure of any student to obtain a Re-Admit Slip prior to the start of the school day may result in disciplinary action.

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.

Topic-4-04-2

Absences with Acceptable Excuse

PROCEDURES REGARDING ABSENCES

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Topic-4-04-3

Extended Absences

Excessive Absenteeism

- A student who is absent from a class during the course of a semester for (5) or more days will be sent a notification letter.
- A student who is absent from a class during the course of a semester for (10) or more days must meet with

A student who is absent from a class during the course of a semester for (10) or more days must meet with an Attendance Review Board along the the Parents/Guardians and may be placed on an Attendance Probation Contract.

- A student who is absent from a class during the course of a semester for (15) or more days may result in course failure, denial or reduction of credit and/or dismissal from school. 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).
- 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.

Extended Absences

Parents/Guardians must communicate with school Administration for student absence of 3 or more consecutive days. All appropriate and applicable documentation must be provided upon students return to school.

Topic-4-04-4

Leaving School Early

Early Dismissal

- If a student needs to leave school at any time before dismissal for a prescheduled reason, Parent/Guardian must inform the Main Office in writing the morning the early dismissal will occur.
- If a student is ill and needs to go home, the student must come to the Main Office. At that time, the Office Staff will contact the Parents/Guardians. Students are not to contact Parents/Guardians using their cellphones other than in the Main Office with proper authorization.
- Students having to leave campus early will not be released to anyone who has not been authorized by Parent/Guardian. Parent/Guardian must include the names and contact information of all persons authorized to pick-up their student on the Student's Emergency Release Card.
- Students may not be dismissed early during regular school hours and be picked up by Uber, Lift, or any other ride sharing service.

Topic-4-04-5

Tardiness

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 (3 or more) times during a single week will receive a 1 Hour After School Detention.*
- *A student who is tardy to school or class (10) times during the course of a semester will receive a Saturday Detention.*
- *A student who is tardy to school or class (15) times during the course of a semester will receive 2 Saturday Detentions and may be restricted from participating and/or attending School Activities/Events.*
- *A student who is tardy to school or class more than (15) times during the course of a semester, Parents must meet with Dean of Students, and student will be placed on Disciplinary Probation.*

Topic-4-04-6

Truancy

Truancy is defined as:

- *An absence from school without Parent/Guardian or School authorization 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 and 2 Saturday Detentions*
- *2nd truancy may result in Disciplinary Review Board with a possibility of expulsion.*

Topic-4-05-1

Parent Teacher Conferences

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.

Topic-4-05-2

Parent Messages and Phone Calls

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 preceded 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.**

Section-4-07

Safety and Security Procedures

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 to 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.

Section-4-09

Automobiles/Parking Lot

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. All vehicles must exit to the right.
- Turning onto Barton Road is also prohibited. All vehicles must turn right and proceed to Los Nietos Road before making any turns when exiting Student Parking Lot.
- **Parking is "at your own risk"**. The school is not responsible for damage or theft on school property.
- Cutting into exit line is prohibited. Parents/Guardians are not to drop students off before school in the Reis/Swordsman Way Parking Lot.

Topic-5-01-1

Religion Curriculum

1 Canonical Authority of the Diocesan Bishop

In accordance with canon law, the archbishop exercises full authority over the religious instruction and formation programs in all Catholic schools of his archdiocese, including both schools of the archdiocese and schools in the archdiocese that are owned and operated by religious orders, institutes, or governing boards. The authority of the bishop extends to but is not limited to the content of the religion curriculum, the hiring of teachers of religion, the visitation of schools, and the use of the title "Catholic school." The archbishop may exercise this authority in person or through designated delegates such as the superintendent and the religion supervisor from the [Department of Catholic Schools](#).

2 Textbooks, Teaching Materials, Resources, and Content of Instruction

Textbooks, other teaching materials, and resources are chosen on the basis of sound doctrine, attention to both cognitive and affective domains, continuity with the program of instruction, and adequacy in meeting the needs and capabilities of the students in the particular school.

All religion textbooks are to have the approval of the United States Conference of Catholic Bishops' Ad Hoc Committee to Oversee the Use of the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students.

The content of instruction must conform to the authentic teaching of the Church as summarized in the [Catechism of the Catholic Church](#) and must clearly distinguish defined doctrine from personal opinion and theological interpretation. It will stress the relevance of religious truths and principles to the personal lives and daily concerns of the students.

of the students.

The United States Conference of Catholic Bishops' [Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age](#) guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based.

Please see the [foundational catechetical documents](#).

3 Western Catholic Educational Association Catholic Identity Standards

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the [Western Catholic Educational Association \(Improving Student Learning, 2012 ed., p. 41; Ensuring Educational Excellence, 2014 ed., p. 10 \[click on 1-WCEA E3 2014 Protocol.pdf\]\)](#):

The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.

The school provides regular opportunities for the school community to experience prayer and the sacraments.

The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the [United States Conference of Catholic Bishops](#).

The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.

The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).

The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).

The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.

All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

4 Elementary School Curriculum

Implementing these standards and evaluating and setting goals is a yearly task of the elementary school in a manner that is consistent with the curriculum standards set by the [Department of Catholic Schools](#).

Curriculum components include:

The Profession of Faith

The Celebration of the Christian Mystery/The Seven Sacraments of the Church

Life in Christ; Man's/Woman's Vocation: Life in the Spirit

Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the [Catechism of the Catholic Church](#).

5 High School Curriculum

The national core curriculum for teaching religion to high school students, approved by the United States Conference of Catholic Bishops in November 2007, guides the religious instruction within each archdiocesan, parish, and private high school within the Archdiocese of Los Angeles. All high schools in the [Archdiocese of Los Angeles](#) are required to follow the [United States Conference of Catholic Bishops](#) sequence of courses as stated below:

YEAR	FALL SEMESTER COURSE
Freshman	The Revelation of Jesus Christ in Scripture
Sophomore	The Mission of Jesus: The Paschal Mystery (Spiri
Junior	Sacraments as Privileged Encounters with Jesus (Sacramental Theology)
Senior	Responding to the Call of Jesus Christ (Vocatio

Class time, assignments, and accountability for religion classes are comparable to that of all academic areas. Specifically, religion is to be taught each semester of the Catholic school program for an average of 250 minutes per week, in conformity with the norms governing the weekly instructional time for courses earning one full unit of credit.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

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.

Topic-5-01-3

Homework

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.

Topic-5-01-4

Graduation Requirements

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.

Topic-5-02-1

Assessments

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

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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.

Topic-5-02-2

Grading Scale

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Make-Up Work/Absences

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.

Topic-5-02-6

Course Deficiency/Failure

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.

Topic-5-03-1

College Entrance Exam Requirements

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.

Section-5-04

Recess and Lunch/Nutrition

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 receive a disciplinary consequence.

Section-5-05

Supplies and Textbooks

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.

Section-5-06

Honors and Awards

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

- 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

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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.

Section-5-08

Academic Probation, Retention/Transfer

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.

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.

Section-5-11

Summer School

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.

Chapter-6

CO-CURRICULAR ACTIVITIES AND ATHLETICS

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 CAA, C.I.F., Camino Del Rey Association and sport specific leagues (Del Rey- football, girls golf, baseball, softball, boys golf, Camino Real- cross country, girls volleyball, girls basketball, track and field, boys basketball, and boys volleyball, Santa Fe-girls soccer, boys soccer). Del Rey League (girls golf, softball, boys golf) 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 & field) and eight sports for girls (volleyball, cross country, basketball, soccer, softball, golf, competitive cheer, and track & 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 prospective.
 - 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 offered 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) and the gpa must be above a 1.5. Regular attendance and satisfactory behavior and cooperation 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, head coach and administrators.

ATHLETIC COMMITMENT

Student-athletes are considered to be a member of a team by attending the first official practice, deemed by CIFSS ad 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 REQUIRMENTS

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.

- 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 for is removed from the team for any reason including disciplinary action and 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 or will be added to the FACTS account. Failure to pay the fees in accordance with the established calendar may 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

C & L (La Palma, CA) is the only authorized dealer of the St. Paul Varsity Jacket. The school guarantees that jackets purchased and tailored at C & L 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/tournament 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
- Pep

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

Section-6-06

Dances

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 and sophomores 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.

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

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.

Topic-6-12-02

Sports by Season Pep Squads, Cheer

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 C.I.F., Camino Del Rey Association and Del Rey(football, girls golf, softball, boys golf), Camino Real League (cross country, girls volleyball, girls basketball, girls soccer, track and field, boys basketball, baseball, and boys volleyball), Del Rey League (girls golf, softball, boys golf) and the Santa Fe League (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). Traditional competitive cheer is a CIF sport and is independent of a league. Varsity song is considered a sport at St. Paul High School and both pep groups comply with the CAA and CDRA standards as set by each entity.

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 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 prospective.
 - 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.

Topic-6-12-03

Selection Process/Requirements for Participation

ATHLETIC REQUIRMENTS

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.
- 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.

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

ATHLETIC ELIGIBILITY APPEALS PROCESS

In compliance with the CIF academic standards, students must maintain a minimum of a 2.0 g.p.a. in order to participate in a sport. 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) and the gpa must be above a 1.5. Regular, and attendance, and satisfactory behavior and cooperation 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.

Topic-6-12-04

Athletic Medical Clearance

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

Topic-6-12-05

Injuries and accidents

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.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

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 for 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.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

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.

ATHLETIC COMMITMENT

Student-athletes are considered to be a member of a team by attending the first official practice, deemed by CIFSS ad 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

Director from attending the awards ceremony/banquet.

Topic-6-12-08

Varsity Jackets and Sweaters

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/tournament competition championship patches are the only authorized patches that can be added to the front and sleeves of the jackets.

Topic-7-1-1

2019-2020 Fee Schedule and Registration

St. Paul High School is privately owned and operated by the archdiocese of Los Angeles. As such as we do not receive any public funding and rely on tuition and generous grants to operate the school. Please see the attached schedule of fees for 2019-2020.

Section-7-2

Tuition Collection

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.**

Section-7-3

Tuition Assistance

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.

Section-7-4

Parent Service and Fundraising Requirements

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.

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.

- remit \$625. Unfilled 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.

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

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.

Chapter-8

DISCIPLINE

Topic-8-1-01

Discipline and Procedures

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 violation(s), but are not limited to:

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
- any violation of attendance procedures

Violation Slip Progression Policy

Any student receiving multiple Violation Slips, or are consistently violating school policy may receive one or more of the following consequences: Saturday Detention, Probation, Disciplinary Review, or Dismissal.

Topic-8-1-07

Academic Dishonesty Policy

ACADEMIC INTEGRITY

Teachers will impress upon their students that they have a moral responsibility to themselves and each other not to cheat. A violation of Academic Integrity is any instance of cheating on a quiz, test or exam; copying homework from another student or allowing one's homework to be copied; plagiarism, which is defined as, at minimum, a sentence or phrase of a sentence which is taken from another source and used as the student's own work, without the proper citation or credit. Three incidents of Academic Integrity over the course of a student's career at St. Paul High School are grounds for dismissal.

Violation Progression Policy

- First Offense: Recorded in student record and a 0 on the assignment. Teacher may assign a redo of the assignment for no credit. Parent/Guardian will be contacted by teacher and a Saturday Detention must be served.
- Second Offense: Recorded in student record and a 0 on the assignment. Teacher may assign a redo of the assignment for no credit. Parent/Guardian must meet with Dean of Students and two Saturday Detentions must be served.
- Third Offense: Student may be dismissed from St. Paul High School.

