

ST. PAUL CATHOLIC SCHOOL PARENT-STUDENT HANDBOOK



**ST. PAUL
CATHOLIC SCHOOL**

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**THE GOAL OF CATHOLIC EDUCATION
IN THE
ROMAN CATHOLIC DIOCESE OF SPRINGFIELD IN ILLINOIS**

The goal of Catholic education is to assist the student, regardless of age, to grow as a whole person. All courses, programs and activities are student-centered with the intention of helping the student grow spiritually, intellectually and physically.

Education in faith is of paramount importance in Catholic education. Although a number of courses, programs and activities can be sponsored in the context of the educational mission of the Church, all of these should be seen as helping the student deepen his/her relationship with God and grow in faith.

The scriptures remind us that all persons are created in the image and likeness of God, and the Catholic faith continually reminds us of the dignity of the human person. This dignity is always to be respected, especially in the educational mission of the Church.

THE CATHOLIC SCHOOL

“Catholic Schools are unique expressions of the Church’s effort to achieve the purpose of Catholic education among the young. They are the most effective means available to the Church for the education of children and young people.” (N.C.D., No. 232)

“Its nature as a Christian educational community, the scope of its teaching and the effort to integrate all learning with faith distinguish the Catholic school from other forms of the Church’s educational ministry to youth and give it special impact. In Catholic schools, children and young people can experience learning and living fully integrated in the light of faith.” (N.C.D., No. 232)

From the Handbook of Catholic Education Policies
Diocese of Springfield in Illinois
Revised 2011

AMENDMENT OF THE HANDBOOK

St Paul Catholic School reserves the right to change the provisions of this Student Handbook, with or without notice. In the event of a conflict between the provisions of this Student Handbook and any other statements made by or on behalf of St Paul Catholic School, whether contained in other publications and communications of St. Paul Catholic School or posted on the Internet website of St. Paul Catholic School or any other media or form of communication, the provisions of this Student Handbook, as amended, shall be controlling.

PARENT/STUDENT HANDBOOK

Foreword

The faculty and administration of St. Paul Catholic School extend a sincere welcome to each family and student. It is our hope that the school year will be a rewarding experience as we guide students in the development and acceptance of their responsibilities as Catholics.

This handbook is intended to be a compendium of information about St. Paul Catholic School, its procedures and regulations. The purpose of this handbook is to unify our thinking and acting and to foster understanding of the school policies.

All policies in this handbook are subject to revision, but they remain school policy until such revision is made official. The principal retains the right to revise any policy contained in this handbook; however, parents will be given notice of all changes made. Should school administration officials determine that ambiguity exists in the meaning of any policy contained in this handbook, school administration officials shall have sole discretion in interpreting the meaning of the ambiguous provision(s). Additionally, while this handbook is intended to be a complete statement of St. Paul Catholic School policy, it is understood that situations may arise, the subject of which may be absent from this handbook. Any policy subject not specifically enumerated in this handbook shall be resolved by St. Paul Catholic School administration in its sole discretion.

Please be aware that, with regard to non-custodial parents, the Diocese of Springfield, Illinois Handbook of Policies (**Policy Bk3§402.3**) states: *"In the absence of a court order, and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent."* Please note that both custodial and non-custodial parents of students of St. Paul Catholic School are expected to adhere to all provisions stated herein.

No handbook can specifically address every type of disciplinary offense or concern. With that in mind, the school administration reserves the right to address not only the infractions described in this handbook, but also those infractions and concerns not specifically covered in the handbook, in the best interests of the school and of the students.

Education is a partnership between parents/guardians. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

Parents are requested to review this handbook with their children. Parents and students must also sign and return to school the statement on the last page of this handbook, which states, "We have read and agree to be governed by the policies in this handbook."

TOGETHER WE SHARE. . .

Affiliated with St. Paul Parish, St. Paul Catholic School was established in 1856. In 1856, the School Sisters of Notre Dame from St. Louis were asked to share in the educational ministry. From that small school of 90 students in grades 1-6, St. Paul Catholic School has emerged a flourishing educational system for children in preschool through eighth grade with classrooms and special facilities for the study of art, music, science, computers, and physical education.

...the SPIRIT OF COMMITMENT

St. Paul Catholic School is committed to the four-fold purpose of Catholic education: message, community, service and worship.

We believe in the value of each child as a unique individual loved by God. We strive to create an environment that will challenge the students to grow in their faith, to reach their fullest academic potential and to develop a healthy acceptance of self and a Christian respect for others. We accept the challenge to prepare the students for success in the 21ST century!

There are no tests or competitions that measure moral strength and growth, but St. Paul alumni consistently complement successful careers with active involvement in a wide variety of civic and charitable activities. St. Paul students inherit a legacy of excellence that challenges each of them to search within for the greatness that lies in every person's heart.

...the SPIRIT OF EXCELLENCE

At the core of St. Paul Catholic School curriculum is a value system that encourages each student to grow spiritually, intellectually, emotionally, socially and physically. The academic program has its foundation in a thorough understanding of the basic skills of education: reading, writing and arithmetic.

RELIGIOUS STUDIES are emphasized in a variety of ways throughout the curriculum. Religion classes cover doctrine in conformity with the Catechism of the Catholic Church. The study of scripture, instruction of moral principles, development of a variety of prayer styles through worship and the celebration of the sacraments are the key elements in the students' foundation of faith. Educational programs in personal safety as required by the Dioceses of Springfield, character education and abstinence, are taught by our faculty to students in fifth through eighth grade.

LANGUAGE ARTS, including READING, SPELLING, ENGLISH GRAMMAR and WRITING SKILLS, are taught at all levels and applied to all subjects. St. Paul's reading program incorporates the ACCELERATED READER program.

MATHEMATICAL concepts, computation and problem solving are stressed to provide background and understanding in our contemporary world. Seventh and Eighth grade students receive instruction in PRE-ALGEBRA and ALGEBRA to provide an understanding of these concepts to make it easier when entering High School algebra (or higher level) classes.

SCIENCE is taught in all grades, with laboratory experience as an integral part of the junior high curriculum.

SOCIAL STUDIES, as well as ILLINOIS and AMERICAN CONSTITUTION, are fundamental subject areas covered in classroom work and augmented through field trips and guest speakers.

The TECHNOLOGY curriculum equips our students to approach, use, and efficiently produce learning outcomes using integrated equipment. The preschool students and students in kindergarten and grade 1 are introduced to digital instruction through iPad center instruction while students in grades 4-8 are issued Chromebooks for academic purposes. Each classroom is equipped with an interactive Smart Board, desktop workstations, and laptop computers.

Our LIBRARY has an excellent selection of children's literature and up-to-date reference and resource books and is continually being expanded through the purchase of additional materials.

We offer experiences that foster creativity and aesthetic appreciation through ART EDUCATION, VOCAL MUSIC, CHORUS (Grades 5-8) and INSTRUMENTAL MUSIC (Grades 4-8). Qualified personnel provide instruction in these areas.

The curriculum of St. Paul Catholic School exceeds the time allotment and basic program requirements of both the Illinois State Board of Education and the Diocese of Springfield. St. Paul Catholic School is accredited and officially recognized by the State of Illinois.

Our experienced teaching staff and administration at St. Paul Catholic School are active in advancing their professional growth. Each holds either a bachelor or master's degree.

...the SPIRIT OF CHRISTIAN COMMUNITY

Central to a child's growth and development is involvement in a FAITH COMMUNITY whose focus is the life and values of Jesus. Opportunities are provided for students to come to know God in SCRIPTURE and in life. We encourage students to employ their faith, intelligence, experience and compassion in SERVICE to others in school, parish and the wider community. The many service projects conducted at St. Paul Catholic School during the year provide opportunities for students to be stewards of their faith and develop the spirit of discipleship.

We strive to deepen the students' FAITH through liturgy, sacramental life, prayer, guidance and sharing. Students prepare and take part in weekly liturgies, as well as other liturgies scheduled throughout the school year. They have the opportunities to be song leaders, lectors, announcers and servers.

...the SPIRIT OF COOPERATION

A proud tradition of cooperation is part of St. Paul Catholic School. We offer physical education classes and organized sports.

As part of their PHYSICAL EDUCATION, students take part in a range of activities that stress good sportsmanship, physical fitness, motor skill development and a basic knowledge of various sports.

Our SPORTS programs are designed to promote responsibility, leadership, cooperation, sportsmanship, motivation and school spirit while stressing the skills necessary for the particular sport. The St. Paul Catholic School coaching staff promotes a spirit of friendly competition and determined excellence.

The seventh and eighth grade STUDENT COUNCIL members are very active in sponsoring various social activities, philanthropies, and service projects.

...the SPIRIT OF FAMILY

The excellent Catholic education our children receive results from a blend of challenging curriculum, a caring faculty, and active, involved parents, grandparents, alumni and friends. The involvement of caring adults helps to create a more effective and complete learning environment for our students. It is this involvement, along with active participation in Mass, school activities, and school fundraisers that keeps our school family strong and growing!

ST. PAUL SCHOOL ADVISORY BOARD

The St. Paul School Advisory Board is appointed to assist the administration in making the best decisions for the school. The areas in which the Board will be consulted are:

1. Planning and development
2. Education and Catholic identity
3. Policy development and formulation
4. Development, marketing, and recruitment
5. Viking Ambassadors

St. Paul School Advisory Board welcomes ideas, comments, and input from any interested person. Meetings are held on the first Tuesday of each month, August through June. Any interested person may address the Board during any regularly scheduled meeting, provided that a request is submitted to the School Board President at least one week in advance.

TOGETHER WE SHARE THE SPIRIT OF CATHOLIC EDUCATION!



ST. PAUL CATHOLIC SCHOOL MISSION STATEMENT, PHILOSOPHY, AND OBJECTIVES

MISSION STATEMENT

St. Paul Catholic School is committed to the four-fold purpose of Catholic education: Worship, Message, Community and Service.

We believe in the value of each child as a unique individual loved by God. We strive to create an environment, which will challenge students to grow in their faith, to reach their fullest potential and to develop a healthy acceptance of self and a Christian respect for others.

PHILOSOPHY

Within the context of this faith community, we offer quality religious and academic instruction. We believe that religious instruction aids the students in deepening their faith and in forming a Christian conscience as the basis for their decision-making. We also believe that it is essential that students be offered the opportunity to acquire the skills and the knowledge necessary for their future role in society. This can only be accomplished through quality academic instruction.

We believe our role is two-fold: (1) to assist parents in fulfilling their responsibility as the primary educators of their children; and (2) to encourage the students to grow in self-awareness, so that they can assume responsibility for their own lives, their actions and their choices. Mutual support and cooperation among parents, students and faculty are essential to this educational process.

The goal for which we strive at St. Paul Catholic School is that our students, having experienced the person of Jesus and a sense of Christian community, will choose to live their lives based upon the values of the Gospel and that they will seek ways to use the talents and gifts they have developed in service to others and in building a peaceful, just society.

OBJECTIVES

In light of this philosophy, the objectives of St. Paul Catholic School are:

- To awaken in students a sense of self-worth and respect for others.
- To provide opportunities for students to meet God in scripture and in life, to understand the basic truths and values of our faith and to make a personal commitment to living these.
- To deepen the students' faith through liturgy, sacramental life, prayer, guidance, service organizations and sharing with faculty and other students.
- To encourage students to employ their faith, intelligence, training and compassion in the service of others in school, parish and the wider community.

- To prepare students to be life-long learners and to fulfill their future roles within society. We will:
 - Develop the basic skills in the arts of communication, math, general sciences and computers.
 - Introduce students to the heritage of civilization and its relationship to our present system of civilization.
 - Provide opportunities and experiences that emphasize the heritage, the governmental and economic structure and the responsibilities and privileges of American life.
 - Offer experiences that foster creativity and aesthetic appreciation through art, music and drama.
 - Promote physical fitness and encourage habits that build and maintain good health and to develop an attitude of cooperation rather than competition.
 - Provide opportunity for students to develop an analytical process of problem solving and independent reasoning.
- To motivate students to develop self-discipline and personal responsibility by offering assigned and voluntary activities, which enable students to practice these traits.

PROCEDURE

ACCREDITATION / RECOGNITION

St. Paul Catholic School is registered with and fully recognized by the State of Illinois under the Nonpublic School Approval section, and is also recognized by the Diocese of Springfield.

ADMISSION

St. Paul Catholic School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs and athletic and school administered programs. St. Paul Catholic School does not discriminate against immigrant students lacking legal documentation/status, via Plyler v. Doe.

Students are admitted when they and their parents/guardians consent to the school's mission and philosophy and agree to abide by the educational policies and regulations of the school and the Diocese.

At St. Paul Catholic School, a student's initial enrollment is probationary for the first quarter. St. Paul Catholic School does not have the programming, staffing, or educational support to meet the needs of students who have severe emotional, psychological, behavioral, or academic challenges; their remaining in the school will be at the discretion of the Principal. Students must have a reasonable, well-founded hope of successfully completing the programs of the school.

Title IX

St. Paul Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

St. Paul Catholic School is not handicapped accessible; however, reasonable accommodations for students with disabilities will be considered. St. Paul Catholic School administration, in its sole discretion, shall review each case individually and determine in which instances accommodations may be provided.

Annual Registration

Registration for the next school year will begin in February of the current school year. Access for registration will be through the St. Paul School FACTS parent portal. All required forms are contained in the online enrollment packet, including the Family School Agreement. Families of the Catholic faith must sign and agree to the terms of the Family School Agreement. Churchgoing parents of other faiths are expected to sign and abide by the Family School Agreement-Alternate Plan for Churchgoing Families of Other Faiths. **(Diocesan Policy #Bk3§404.1)**

Registration for Kindergarten

Registration will take place each spring. A child must be five (5) years old on or before the first day of September. A certified birth certificate is required for registration.

All students enrolled at St. Paul Catholic School must be able to take care of their personal bathroom needs. Children must be fully toilet-trained and no pull-ups will be allowed. If your child has a bathroom accident, you may be contacted to come to school or send a representative to change your child. If a child has repeated accidents over a period of time, the readiness of the child for school attendance will be re-evaluated.

St. Paul Catholic School Classroom Size Policy

Maintaining optimal class size is truly a balancing act between best educational practice and the need to meet our financial obligations.

The school leadership, in collaboration with the Pastor, rely on the best educational research in determining a maximum class size for each class, which may vary according to grade level. The leadership will determine the appropriate number of teachers/paraprofessionals assigned to each class.

SPS shall maintain class sizes and teacher assignments that promote effective practices consistent with the outcomes expected of each individual program.

In determining class sizes, the following shall be considered:

- The teacher student ratio of each class;
- The total number of students assigned per teacher;
- The number of subject preparations or grades per teacher;
- The support staff available to each teacher;
- The nature of the subject taught in relation to each teacher's professional preparation.

Exceptions to class size guidelines will include instructional programs in Instrumental Band, Vocal Music, and Physical Education classes, whereby the nature of the instructions and content allows for larger class numbers.

While this is the school's policy, the administration reserves the right to make amendments as deemed necessary, from year to year, depending on student needs, enrollment, staffing availability, and budget restraints.

ASBESTOS MANAGEMENT PLAN

St. Paul Catholic School has an Asbestos Management Plan, which is on file in the principal's office and is available for inspection during normal business hours in accordance with federal regulations.

WELLNESS POLICY

St. Paul Catholic School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. To ensure the ongoing development of this commitment, St. Paul Catholic School adheres to a Wellness Policy. This policy is available on site for viewing.

COMMUNICATION

- Students or teachers will not be called from class to take a phone call unless it is an emergency.
- Students may only use the phone for a serious reason. The determination of the “seriousness” of the call will be made by the teacher and office staff.
- **IN AN EFFORT TO PROTECT THE EDUCATIONAL INTEGRITY OF THE CLASSROOMS AND FOR SECURITY REASONS, EXTERIOR DOORS ARE LOCKED AT ALL TIMES. THE FOLLOWING PROTOCOL FOR VISITORS AND DELIVERY OF MESSAGES WILL BE OBSERVED:**
 - **ALL PARENTS AND OTHER VISITORS ARE REQUIRED TO SIGN IN AT THE SCHOOL OFFICE AND OBTAIN A VISITOR BADGE.** In the event of an emergency, we must have documentation of who is in the building.
 - Volunteers will also be issued a visitor badge. For safety reasons, students and teachers have been instructed to look for these badges. Any persons not wearing a badge will be asked to return to the office to obtain one. Upon completion of their visit, volunteers/visitors are requested to return to the school office to sign out.
 - Any items (lunch, notebooks, instruments, etc.) which are brought to school for a student must be delivered to the office. Students will be called to the office to collect the item. Visitors/parents may not bring the item directly to the classroom. Non-school items (flowers, balloons, etc.) will be retained in the school office and sent home with the student at the end of the day.
 - Volunteers assisting with classroom parties must sign in at the office and receive a visitor badge prior to going to the classroom.
 - Any emergency phone message for a student’s plan of dismissal must be received fifteen minutes before the scheduled dismissal time in order to ensure delivery to the student before dismissal.
- Parents wishing to discuss any aspect of their child’s school experience at St. Paul Catholic School should contact the individual St. Paul staff members listed below in the following order:
 - Teacher
 - Principal, Vice-Principal
 - Parish Executive Manager
 - Pastor
- Parents should contact the School Office to schedule a meeting with a teacher or may communicate with the teacher by email. The teacher will then notify the School Office of the meeting. Teachers are advised not to use personal cell phones to discuss student/school issues.
- Teachers may contact parents via e-mail. Parents should notify the teachers if they cannot access the internet.
- Parent Teacher conferences are held after the first quarter grading period. See the section on Student Progress and Achievement in this handbook for details.
- An activity calendar and menu for the upcoming month will be available via the electronic School Information System. Primary grade classroom teachers will also send a weekly newsletter home.

DAILY TIME SCHEDULE

Students may enter their classrooms at 7:45 a.m. The school day will begin at 8:15 a.m. At 3:05 p.m., a bell will ring to dismiss the bus students. A second bell will ring at 3:15 p.m. to dismiss all other students. Lunch and recess are scheduled between 10:50 a.m. and 12:30 p.m. The time varies with each grade level.

The office and school close daily at 4:00 p.m. With the exception of Viking Kid Care parents, no one will be admitted into the building except by appointment.

EUCCHARISTIC CELEBRATIONS

The Church emphasizes through the teaching of its bishops that we need to provide different kinds of communal prayer experiences for our children. When we celebrate Eucharist, we do it with careful planning, involving the children in both the planning phase and in filling ministerial roles in the celebration, according to their capabilities. Our concern is with quality celebrations allowing for options not allowed in adult liturgy, so that the children can grow into an adult faith at their own pace.

Students will celebrate Eucharist at least once a week at an all-school Mass.

FIELD TRIPS

Because of the educational opportunities outside of the structured curriculum, field trips are an integral part of our educational program. Field trips are privileges afforded to students, they are not a right. The Principal shall authorize only those field trips that are appropriate educational or catechetical experiences. **(Diocesan Policy #Bk3§504.12.1)**

Field Trip Guidelines

All questions, concerns, or problems regarding a field trip should be brought to the attention of the classroom teacher. In conjunction with the principal, teachers will make **ALL DECISIONS** regarding activities, discipline, safety concerns and all other issues that may arise before and during the field trip.

- Permission, in writing, must be obtained from parents prior to departure.
- Information to parents will include date, purpose, destination, expected student behavior, cost and time of return.
- Dress should be in compliance with the current school dress code unless the situation calls for special attire.
- Because of the cost associated with any particular field trip, students may be charged a fee to help finance the cost of the trip.
- When bus transportation is used, all students must ride the bus to and from the field trip destination. Teachers will accompany the students on the bus. Parent chaperones may ride the bus when space allows.
- If a parent wants his/her child to ride home from a field trip with the parent, said parent must notify the teacher in writing at least one day prior to the trip. Only a parent or legal guardian of the child is allowed to transport the child home from a school trip. Before leaving with the child, the parent must sign the child out with the teacher on the trip.
- Field trip participation may be denied any student who fails to meet academic and/or behavioral requirements. After a student's third detention in any one quarter, a conference may be scheduled with the parents to discuss a student's eligibility for the class field trip. Final determination of a student's eligibility for field trip participation shall be made solely by the principal.

Chaperone Guidelines

Parents may be asked to assist in supervising the students during a field trip. Since teachers have the ultimate responsibility on a field trip, parents and guardians participating in a field trip must observe deadlines for chaperone selection and follow field trip guidelines to insure a safe and secure field trip for the children.

- Only parents, grandparents, and/or legal guardians of students may serve as field trip chaperones. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students. The number of chaperones depends on age of children and nature of events. **(Diocesan Policy Bk3§504.12.2)**
- Teachers must know the name of chaperone before the field trip. Students will be assigned to a chaperone prior to departure. Students must stay with their assigned chaperone during the field trip. Because chaperones are responsible for the students in their charge, siblings or younger children may not attend the school field trip.
- Chaperones are asked to comply with the appropriate field trip dress code.
- Chaperones must follow regulations regarding a smoke-free environment on a field trip.
- Use of alcohol or drugs is prohibited at all times on a field trip.
- Chaperones may be asked to carpool if there is not enough room for all to ride on the bus. Chaperones that are parking at school for field trips or for other extended periods are asked to park on the lot northwest of the church.
- All chaperones must attend the "Protecting God's Children" workshop. Chaperones are also required to read the Pastoral Policy and sign the Statement of Certification and Authorization for Background Checks. This signature acknowledges the chaperone's receipt of the Pastoral Policy, awareness of its contents and agreement to abide by the policy.

Conduct and Responsibilities when Attending Field Trips

Children, adolescents and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

- Each person will respect his/her individual dignity, self-worth, and value in God's eyes.
- Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
- Each person will respect the physical property and possessions of other persons and institutions.
- Each person has a duty to report violations of the conduct code.

Specific violations of the code include, but are not limited to, the following:

1. Possession or use of alcohol or any controlled or look-alike substances
2. Sexual harassment or other sexual activity
3. Theft
4. Destruction of property
5. Any other act defined as criminal under the laws of the state in which the event is occurring
6. Leaving the activity/activity grounds without permission
7. Absence without permission from a designated sleeping area
8. Wearing of obscene, alcohol/drug related or tobacco related clothing
9. Violence of any kind
10. Inappropriate use of technology
11. Violation of directives given by supervisors or officially designated chaperones

Consequences may include, but are not limited to:

1. Expulsion from the event and/or school
2. Suspension from future events
3. In-school suspension, i.e., restricted to a specific room under supervision
4. Community service
5. Suspension for specific activity included in the event
6. Monetary restitution for damages
7. Notification of parents, principal and pastor
8. Notification of appropriate legal authorities

Although no consequences are mandated for any violation, expulsion from the event and/or school will be strongly considered for drugs, alcohol, sexual activity, illegal acts, or acts which seriously endanger the lives or safety of others. **(Diocesan Policy Bk3§408.5)**

INJURY/ILLNESS

If a child becomes ill or has been injured, every reasonable effort will be made to contact the parent(s) or legal guardian of the student for information and instructions. If the parent(s) or legal guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, arrangements will be made for the student to be taken to a doctor or hospital for treatment. This action on the part of any personnel does not obligate the person or the parish and school to assume financial responsibility for the treatment of the student. **(Diocesan Policy Bk3§408.8).**

If a child becomes ill in school, a parent or person authorized by the parent will be notified. The Family Emergency forms, which are kept electronically in FACTS, lists names of additional contacts in the event parents are not available. **Please keep this emergency information up-to-date and accurate.** A child who is sick or has been injured cannot remain at school. If a child has a temperature greater than 100 degrees, the parent must make arrangements to pick him/her up. The school cannot be responsible for sending a child home unattended. Children should not be sent to school with any type of rash or skin condition without a written note of explanation.

It is recommended that a child not return to school until they have been fever free for 24 hours without fever-reducing medication, or in the case of a stomach virus, within 24 hours after the last episode. In the event of an illness outbreak, additional guidance may be provided based on local or state health guidelines.

The recognition and treatment of athletes who have suffered a concussion has become a national priority. Recovery from a concussion requires limitation of physical activity, especially sports activity such as practice, drills, games, and physical education classes. In significantly symptomatic athletes, mental activity should also be limited cognitively to allow the brain time to heal. St. Paul Catholic School has concussion protocols in place to work with the parents, student, medical team, and school staff to plan a safe return to school and athletic play. The protocols are a part of the St. Paul Catholic School Wellness Policy and are available on site for viewing.

INSURANCE

- Student accident insurance information is available on the school website, www.stpaulhighland.com/weconnect, on or before the first day of school.
- Any outside group using the school or parish facility must have a certificate of liability insurance.
- Requests for use of parish facilities must be approved through the parish and/or school office. School and church events will always take precedence over outside requests.

LUNCH PROGRAM

Through our science and health classes, we strive to teach our students healthy eating habits. The St. Paul Catholic School cafeteria lunch program offers a Type A lunch, which meets the Federal Nutrition Standards.

- K-8th grade students may buy their lunch at school or bring their lunch from home. Milk is part of the lunch program and may be purchased separately by those who bring their lunch.
- Preschool students are required to bring their own lunch. One free milk will be provided during snack time as part of the special milk program for early childhood students.

St. Paul Catholic School prohibits students from drinking soda or eating fast-food for lunch. Juice will only be offered in place of milk for a student who is allergic to milk. A doctor's note confirming the student's allergy to milk must be kept on file in the school cafeteria and in the school office.

Cafeteria Behavior

Lunch is a time of relaxation. It is most beneficial if it is eaten in a calm, orderly atmosphere.

- Students are asked to wait quietly in line.
- When seated, students may talk quietly.
- Students should remain seated until their grade is dismissed.
- Loud talking and boisterous activity should be reserved for outside recess.
- Any student who consistently shows a lack of manners and/or is deliberately discourteous in the lunchroom (e.g. playing with food, touching others' food, etc.) will be required to bring his/her lunch, and arrangements will be made for the student to eat under close supervision.

PARKING

Please see Appendix M for St. Paul Catholic School parking, drop-off, and pick-up procedures.

SACRAMENTAL PROGRAMS

Baptism

All Catholics students must be baptized in order to attend St. Paul School. If they are not, those 3rd grade and under would be baptized only. Baptisms are done at a weekend liturgy. Students will celebrate this sacrament on a day determined by the Parents, Pastoral Associate for Faith Formation of Adults and school administration. Those 4th grade and above, will participate in the RCIA (Rite of Christian Initiation of Adults) process and will be fully initiated through the sacraments of Baptism, Confirmation and Holy Eucharist at the Easter Vigil (Holy Saturday evening)

First Reconciliation

Students in the second grade are given classroom instruction for this parish sacramental program. Students celebrate this sacrament on a day determined by the Pastor and school administration.

Confirmation

The Diocese of Springfield, IL follows the Restored Order for Confirmation. St. Paul Catholic School students in the third grade are given classroom instruction for this parish sacramental program. Their parents and sponsors will receive instruction as well. All St. Paul Parish Confirmation candidates receive this sacrament together during a Mass determined by the

Bishop, Pastor, and school administration.

First Eucharist

Students in the third grade are given classroom instruction for this parish sacramental program, in conjunction with instruction for Confirmation. All St. Paul Parish First Communicants will receive this sacrament together with Confirmation, at the same Mass, during a specially scheduled Mass as determined by the Bishop, Pastor and school administration.

A copy of a Catholic student's baptismal certificate is required upon Kindergarten registration, unless they were baptized at St. Paul Catholic Church-Highland.

SCHOOL CLOSING BECAUSE OF INCLEMENT WEATHER

During inclement weather, the decision to close school is made by the Principal. When school is closed for the entire day due to weather conditions, radio stations KMOX (1120 AM), and television stations KTVI (Channel 2), KMOV (Channel 4) and KSDK (Channel 5) will be notified.

When possible, during inclement weather or during the day, an electronic notification may also be sent. However, this will depend on internet access which may not be available at the time of notification.

Remote learning guidelines will be followed in the event of a school closure.

If during the school day, should it be necessary to close school early due to weather conditions, all of the above media outlets and communication systems will be used.

TUITION AND BILLING

Tuition is billed on a one-time or 10-month basis beginning in either July or August for all grades (PreK-8). Billing for tuition, cafeteria charges, and Viking Kid Care, as well as other incidentals throughout the year, are billed through FACTS. Every family must set up an account with FACTS and choose to pay either by checking account, savings account, or credit card. If choosing a credit card, all associated fees will also be the family's responsibility. Until you set up your account with FACTS, your registration is considered incomplete.

Tuition levels are determined annually by the Executive Manager in consultation with and approved by the Finance Council and Pastor. St. Paul School has one tuition rate. All school families are asked to contribute to the maintenance of the school building and grounds by use of stewardship envelopes or Online Giving.

St. Paul School is open to everyone in the parish regardless of financial status. Any St. Paul Parish member desiring a Catholic education for their children will not be denied because of financial need. Tuition assistance for grades K-8 is available for members of St. Paul Parish who qualify by filling out the appropriate information online through FACTS no later than April 30th for the following school year. Should the need for tuition assistance arise during the school year, application for assistance should be made immediately through FACTS. While tuition assistance is generally unavailable for non-parishioners, the Pastor or Executive Manager may consider special circumstances on a case-by-case basis.

If any portion of a student's tuition and fees remain unpaid by the end of the current school year, based on previously agreed upon financial expectations, parents cannot register their student for the following year, and in the case of a graduating student, that student will be unable to participate in graduation ceremonies.

Registration fees are non-refundable.

An agreement signed by each parent and/or guardian acknowledging and accepting the St. Paul Catholic School Tuition Policy must be provided to St. Paul Catholic School at the time of registration.

RULES AND REGULATIONS

DISABILITY ACCOMMODATIONS

St. Paul Catholic School is not handicapped accessible; however, reasonable accommodations for students with disabilities will be considered. St. Paul Catholic School administration, in its sole discretion, shall review each case individually and determine in which instances accommodations may be provided.

PREGNANCY/PARENTING POLICY

St. Paul School affirms the moral teaching of the Catholic Church, including the teaching of the holiness and giftedness of life. The administration will deal with each boy/girl involved in pregnancy in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent/guardian, the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being while also considering the well-being of the entire student body.

COMMUNICABLE DISEASES

The Diocesan Communicable Disease Policy (Bk3§408.4) states:

Students with communicable diseases shall get an evaluation from a doctor and share it with the catechetical administrator or designee before they can attend school or a catechetical program. A child shall be sent home from a school/parish program upon displaying symptoms of a communicable disease, having a temperature of 100 degrees or above, having vomited, or having experienced an accident requiring a doctor's attention. A child who shows signs of illness should not come to school/parish program. Parents must notify the school/parish program when a child has a communicable disease.

The catechetical administrator shall notify the Department of Public Health when a student is sent home because of any suspected communicable disease. A student may return to a school/parish program after being free of symptoms of non-chronic diseases.

A student returning to school/parish program after an absence due to a communicable and chronic infectious disease may be required by administration to present a certificate from a physician licensed in the state of Illinois stating that the student qualifies for readmission to the school/parish program under the rules of the Illinois Department of Public Health which regulates periods of incubation, communicability, quarantine, and reporting.

Students with a communicable disease who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish Religious Education Programs. Students should be individually evaluated by the pastor, administrator, physician, and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

The parish/school should respect the right to privacy of the individual. Knowledge that a student/teacher has AIDS should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons should also be made aware of confidentiality requirements.

The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease, such as TB, chicken pox, measles, mumps, polio or meningitis. Lice/nits and AIDS are not covered by this policy.

COMPUTER/INTERNET POLICY

The use of St. Paul Catholic School computers and internet accessibility shall be in accordance with the educational goals of the school, the educational objectives of the Diocese and the prescriptions of the Illinois State Board of Education, where applicable. The specific rules, policy and permission slip are listed in Appendix D-E of this Student Handbook. Students and parents must sign the form (Appendix E) related to Appendix D prior to using the internet.

St. Paul Catholic School administration officials understand that most students have access to computers outside of school. No derogatory depictions, representations or statements of any nature whatsoever relating to St. Paul Catholic School, St. Paul Parish or any of their respective members on the internet will be tolerated. Any use of the St. Paul Catholic School logo, mascot or any other visual depiction of St. Paul Catholic School of any nature whatsoever is prohibited without written consent from the administration. Violation of these provisions will require immediate removal of the objectionable material and may subject the student(s) to the disciplinary action deemed appropriate by St. Paul Catholic School administration.

St. Paul School may require a student to share social media content if there is sufficient evidence to conduct an investigation. St. Paul School may not request or require a student to provide passwords to gain access to personal accounts.

Kindle Acceptable Use Policy

Please note that personal e-readers, tablets, and other digital devices are prohibited at school.

St. Paul Catholic School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our Kindle Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. St. Paul Catholic School has acquired Kindles for use in the literature program in the junior high.

Read the following Acceptable Use Policy carefully before you sign the user agreement.

Policy

The wide variety of hardware and software capabilities of available Kindles makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our Kindle Acceptable Use Policy needs to be specific and clear.

- All Kindles must be registered with the St. Paul School Computer Teacher or Classroom Teacher in which it is to be used and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
- The Kindles are to be used **only** for the reading of school approved material (books, etc.)

and not for other purposes such as communication, entertainment, music, gaming, etc.

- All material on the Kindles must comply with the spirit and policies of St. Paul Catholic School.
- All Kindles must have cellular and network capabilities disabled (turned off) while the device is at school.
- Kindles must be used at appropriate times in accordance with teacher instructions. The Kindle must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
- Kindles are not to be used during lunch, or during outside playground/recess time.
- The student is responsible for knowing how to properly and effectively use their Kindle.
- The student will be responsible for any damage or loss of the Kindle assigned to him or her.
- A student who violates any portion of the Kindle Acceptable Use Policy may immediately lose the privilege to use their Kindle for a length of time commensurate with the nature of the violation.

SEXUAL MISCONDUCT POLICY

All parents, legal guardians, and volunteers must attend the “Protecting God’s Children” training. They shall certify to their understanding of the Policy on Working with Minors and the Policy on Sexual Abuse of Minors by Church Personnel by signing the appropriate Certification and Authorization Document. All parents, legal guardians, and volunteers shall comply with Safe Environment policies in the Diocese of Springfield in Illinois. **(Diocesan Policy Bk3§408.1.1-Bk3§408.1.2)**

ATTENDANCE

A student’s absence from school interferes greatly with his/her progress. Regular daily attendance develops dependability and responsibility in the student and is essential to the student’s academic growth.

Absence/Tardy

- Any student arriving after 8:15 a.m. for any reason will be marked tardy. Immediately upon arrival, the student must check in at the school office. Students on late arriving buses will not be marked tardy, but should report to the office upon arrival.
- Any student absent for more than two (2) consecutive hours during the school day will be marked absent for that day (½ day attendance).
- Every absence totaling two hours or less will be counted as a tardy.
- In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented upon the student’s return to school.
- When possible, doctor and/or dental appointments should be scheduled outside of school hours. Students are responsible for making up all work missed during their absence.
- Cases of persistent absenteeism and/or tardiness that exceed 10% of scheduled school days (18 days) in any subject may subject the offending student to retention at the discretion of the administration.
- Any student who is absent from school for more than three (3) consecutive hours on the day of a school-sponsored activity of any nature whatsoever shall be prohibited from participating in said activity. An exception to this provision may be made for any excused absence (e.g. funeral) for which prior written notification to the Principal has been provided and approved by the Principal.

Notification of Absence

BECAUSE WE ARE CONCERNED ABOUT OUR STUDENTS' SAFETY, parents MUST notify the school by 8:15 a.m. if their child will be absent from school that day. If parents fail to notify the school, parents will be contacted to verify the student's absence. If it is necessary for the school to verify a student's absence, a reasonable effort will be made to contact a parent or legal guardian by telephone. The requirements of this provision shall be fully satisfied if an attempt to call has been made by the school, regardless whether there is an answer.

Signing Students Out During the Day

Students will not be released from school at any time other than regular dismissal times without prior notice and approval from the school office. No student will be released from school to any person other than a custodial parent or legal guardian without the written or oral permission of the custodial parent or legal guardian.

For the safety of our students, parents wishing to remove a student from school before the end of the day for any reason whatsoever **must** come to the office to sign the child out. The office staff will summon the student from the classroom at that time. Any parent going directly to the classroom to collect his/her child will be sent to the office to follow the above-stated procedure.

If a student returns to school at any time during the school day, said student must first check in at the office, so that attendance records may be adjusted to reflect the student's presence. Failure to do so will result in the student being marked absent, and in the event of an emergency, we would not have that child on the roster in the office.

Parents are requested to send a note to their child(ren)'s teacher in advance of any doctor and/or dental appointment. Parents **must** come to the office to sign the child out. The office staff will summon the student from the classroom at that time.

BICYCLES AND SKATEBOARDS

Bicycles may be ridden to and from school. They must be parked in the bike rack upon arrival to school and shall remain there throughout the day. Riders must cross at crosswalks and respect the rights of people who are crossing. Riders are responsible for obeying the rules of the road. Students may be refused the privilege of riding bicycles to school as a result of any violation of this provision.

Skateboards are prohibited on school property at all times.

PERSONAL ELECTRONIC DEVICES

Cell phones, pagers, laser pointers, media players, handheld video games and all other electronic devices disrupt the school atmosphere. The use of these devices is **prohibited** from the time that students arrive at school until the end of the school day. All electronic devices must be turned OFF during parish programs, on field trips, or hours when school is in session. For security purposes and for after school activities, students may have cell phones in their backpacks in the OFF mode.

If any of these devices are out of backpacks after arrival at school and before the end of the school day, they will be confiscated and sent to the office. They may be picked up in the school office by a parent at the end of the day. If a student is found with their phone out for a second time, the phone will be confiscated, turned into the office, along with a \$20 fine upon parent pickup from administration. The School assumes no responsibility for these items in the event they are lost, damaged or reported missing.

Without prior permission by a catechetical administrator, the use of phones or other electronic devices to take pictures shall be prohibited. Phones or other electronic devices shall not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local state or federal laws. **(Diocesan Policy Bk3§402.9.1-Bk3§402.9.2)**

Chromebooks in Viking Kid Care

The use of Chromebooks in Viking Kid Care will be limited to homework completion only. This includes access to online textbook and/or documents on Google Drive. Non-educational games will not be allowed.

Homework completion should take place during the first half hour of Viking Kid Care attendance. If more time is needed, the Viking Kid Care Director must give permission.

BUS SAFETY

Rules and Regulations for Students Who Ride the Bus

- Be prompt at your designated bus stop. The driver cannot wait for tardy students.
- Stay off the roadway at all times while waiting for the bus.
- Use caution when approaching the bus before it has come to a complete stop.
- Never leave your seat while the bus is in motion.
- In the event of a road emergency, remain in the bus and wait for instructions from the driver.
- Keep hands and head inside the bus at all times. Do not throw anything into the bus or out of the bus window.
- Excessive and/or loud talking or laughter or causing unnecessary confusion is prohibited, as it may divert the driver's attention, which may result in an accident.
- Be absolutely quiet when approaching a railroad crossing.
- Any damage to the bus or equipment must be paid for by those responsible before the offending students may resume riding on the bus.
- Never tamper with the bus or any of its equipment.
- Assist in keeping the bus clean and safe at all times. No consumption of food is permitted on the bus.
- No animals (except for service animals), insects or reptiles are permitted on the bus.
- Keep books, instruments, coats, etc., out of the aisles.
- Be courteous and considerate of the bus driver and fellow students.
- Help provide for the safety and comfort of smaller and younger children.
- The driver is prohibited from stopping the bus at any place other than regular bus stops without proper authorization. Any request to do so will be denied.
- Observe safety precautions when unloading. When it is necessary to cross the street or roadway, proceed to a point at least ten (10) feet in front of the bus and wait for a signal from the bus driver before attempting to cross.
- A bus safety/evacuation drill will be reviewed with students each year by the bus company.

Responsibilities of Parents of Children Who Ride the Bus

- Make certain that your child is at the bus stop on time each morning.
- Accept joint responsibility with the school authorities and bus driver for proper conduct of your child on the bus.
- You must provide written notification to school if your child is going home with someone who:
(1) departs the bus at a stop different from your child; or (2) rides another bus. The principal

must sign the note.

- Unless otherwise notified, drivers expect students to be on their designated bus. If your child is the only student the bus driver collects at a particular bus stop and you know that your child will not ride the bus on any given day for whatever reason, please notify the driver, so the driver knows to skip that stop. This is especially important in bad weather when the bus driver has difficulty keeping on schedule.
- Discuss the bus rules with your child(ren).

Bus Conduct

- Riding the school bus is a privilege for students. The following steps will be followed when dealing with bus misconduct:
 - The bus driver shall complete a school bus discipline form, which shall be presented to the principal.
 - The offending student is given an opportunity to present his/her statement regarding the matter during a hearing with the principal. Appropriate consequences will be determined, if warranted.
 - The offending student may be suspended from riding the school bus temporarily for a maximum period of ten (10) school days or may be given a warning that his/her bus privileges may be suspended.
 - The form will be sent home and must be signed by the offending student's parents and returned to the principal.
 - St. Paul Catholic School shall maintain a copy of the report in the school files, and a copy is returned to the bus company.
 - For any third or more offense, a conference will be held with the parents, student and principal to determine appropriate disciplinary measures, which may include expulsion from riding the bus.
 - To appeal a suspension of bus privileges, parents of the offending student should discuss the matter with St. Paul administration in the following order: (1) Principal; (2) Executive Manager; and (3) the Pastor.

Bus Accident or Incident Procedures

In case of an emergency, the transportation provider is responsible for calling 911 to inform the authorities. The transportation provider shall also contact Highland Community School authorities, who, in turn, will contact St. Paul Catholic School administrators. St. Paul Catholic School administration will contact parents of St. Paul students involved in the emergency.

CHILD ABUSE - MANDATED REPORTING

According to the Abused and Neglected Child Reporting Act (1982), school principals and teachers are mandated (Sec. 4) to report any suspicion of child abuse or neglect to the Department of Children and Family Services (DCFS). DCFS may demand that licenses/certificates be suspended and/or revoked if it has proof that professional school personnel had knowledge/suspicion of child abuse and/or neglect and failed to report it. (School Code 122:21-23)

If an investigator from DCFS requests to talk to a student, the following steps shall be taken:

- The investigator shall properly identify himself/herself.
- The principal (or designated person in the absence of the principal) shall summon the student from class.
- The principal (or designated person) shall be present during the conference.

- The principal (or designated person) will follow the direction of the DCFS investigator as to whether parental contact will be made following the conference.

CLOSED CAMPUS

St. Paul Catholic School has a closed campus. A student may never leave school grounds without permission. (This includes leaving school grounds to purchase snacks or supplies at local stores after the student's arrival on school grounds in the morning.) If a student leaves campus without permission, appropriate disciplinary measures will be imposed.

BEFORE/AFTER SCHOOL SUPERVISION

Supervision for students before school will be provided after 7:45 a.m. Students on campus prior to that time will need to go to Viking Kid Care and parents will be charged accordingly. After 7:45 a.m., all students may enter the front east doors when adult supervision begins. Students in grades K-8 will go to their assigned hallways and wait until 8:05 a.m. before entering the classrooms. There will be a teacher on duty in all locations.

After school, a teacher will be assigned to wait with the students who have not yet been picked up. At 3:25 p.m., this teacher will accompany all students who have not been picked up and will take them to the after school program, Viking Kid Care. It is the parents' responsibility to retrieve their child(ren) from Viking Kid Care, and they will be charged accordingly. (See Viking Kid Care Rules and Responsibilities –Appendix J)

SPECIAL NOTE FOR PRESCHOOL STUDENTS

Morning preschool students may arrive between 7:45 - 8:00 a.m. and may proceed directly to their classroom. Any preschool student arriving prior to 7:45 a.m. will be sent to Viking Kid Care, and parents will be charged accordingly. Morning preschool students must be picked up no later than 11:00 a.m. Additional charges may be applicable for any morning preschool student remaining after 11:00 a.m.

Any all-day preschool student remaining after 3:15 p.m. will be sent to Viking Kid Care, and parents will be charged accordingly.

DISCIPLINE

The essence of Christian discipline is self-discipline. All disciplinary action should be imposed to help each student grow in an understanding of him/herself and of his/her Christian responsibilities to others. This awareness is achieved best when the principal, teachers, and parents cooperate in guiding each student's growth in Christian attitudes, values and behaviors. In the event that the principal or teacher must use disciplinary measures, the discipline will be effective only to the degree in which parents cooperate with school officials and support the measures. Parental attitudes of respect for authority and respect for the teacher and all school officials, as well as appreciation of the efforts undertaken by school officials, are naturally reflected in the attitudes of the children.

St. Paul Catholic School strives to help each student understand the consequences of various undesirable behaviors and to realize that choosing certain behaviors means accepting the responsibility for the consequences of these behaviors.

No handbook can specifically address every type of disciplinary offense. With that in mind, the school administration reserves the right to address not only the infractions described in this handbook, but also those infractions not specifically covered in the handbook, in the best interests of the school and of the students.

In dealing with minor problems, St. Paul Students Rights and Responsibilities are used. (See Appendix A.) The teacher involved in the situation will: (1) discuss the matter with the student(s) involved; (2) help the student(s) determine what his/her/their responsibility was in the matter; (3) discuss alternate ways that the situation could have been resolved; and (4) action to take in the future, should the situation arise again. Appropriate consequences will be determined according to the degree of seriousness of the misbehavior.

Because of the dignity of individuals and their personal relationships, inappropriate displays of affection are prohibited. The principal shall handle all matters involving violation of this provision.

A classroom discipline plan will be established for each grade level. This is a system that allows teachers to explain the behaviors expected from the students and what students may expect from teachers in return. The plan provides a framework around which all classroom behavior management efforts should be organized.

The goal of a classroom discipline plan is to have a fair and consistent way to establish a safe, orderly and positive classroom environment. A classroom discipline plan consists of three (3) parts:

- RULES that students must follow at all times;
- POSITIVE RECOGNITION that students receive for following the rules; and
- CONSEQUENCES that result when students choose not to follow the rules.

This plan is known as the Assertive Discipline plan. Consequences for students who choose not to follow the rules will vary according to the respective grade level of the students involved.

Student Behavior that Warrants a Punch/Mark on Student Detention Card

Students in grades 5-8 will be issued a punch card at the beginning of each quarter. For students in grades 6-8, a total of three (3) punches within a quarter in 'responsibility' will result in a detention. For students in grades 5-8, two punches in the area of 'behavior/respect' in one quarter will result in a detention. Violations that result in a punch include:

- Dress code violations
- Chewing gum and/or eating in class
- Being tardy to class without an acceptable reason
- Failing to prepare for class (i.e. homework assignments, proper materials, etc.)
- Violation of classroom rules as determined by classroom teacher

Student Behavior that Warrants a Detention

- Student's name is written in the teacher's plan book with two checkmarks during the same week in the same classroom
- Receiving three (3) punches per category per quarter
- Exhibiting blatant disrespect to faculty/staff/parent supervisor may result in an automatic detention as determined by supervisor
- Destruction of property
- Leaving a class or campus without permission
- Dishonesty or cheating of any form

Detentions will be served on all full attendance days, Monday through Friday, during the lunch/recess period. When a teacher issues a detention, the detention form will be sent home with the student and shall state the reason for the detention and the date the detention will be

served. Detentions will be served the next full day of school attendance immediately following the day the detention was issued. Parents and students must sign the detention form and return the form to school the next day. Students are required to present the signed form to the supervising teacher at the beginning of the detention/recess period. Failure to return the slip and/or report for detention will result in an additional detention. Students will complete the Behavior Contract during detention.

Students serving a detention will report to the cafeteria after fifth hour class to serve their detention. Detention students may bring or buy their lunch as usual but will sit separately from their class during lunch/recess period. Students are not allowed to communicate with classmates while in detention.

Student Behavior that Warrants Parent/Teacher Conference

Parents will be contacted when the severity of a student's misbehavior so warrants. The principal shall determine appropriate consequences for the misbehavior. Said consequences may include exclusion from an upcoming class activity, such as dances or other extracurricular activities such as sports*. Student misconduct that may warrant applicability of this provision may include, but is not limited to, the following:

- Receiving three detentions per quarter
- Being off campus during school hours
- Leaving supervision while participating in off-campus school-sponsored events, such as field trips, sporting events, etc.
- Skipping class
- Removing or defacing school property
- Cheating on tests or homework assignments
- Theft, including theft of exams, tests, quizzes and/or answer keys; unauthorized possession/use of school keys and/or computer access codes, computer disks and computer related materials
- Fighting or physically hurting others
- Harassment of any nature whatsoever directed towards other students, faculty, staff or parent supervisors
- Threatening and/or intimidating others by word or gesture at school or while attending an off-campus school-sponsored activity
- Excessive tardiness/absences
- Repeated minor behavior problems in the classroom and/or cafeteria or on the playground
- Blatant lack of respect for authority
- Technology and Internet violations

*Any student athlete receiving three (3) or more detentions in any one quarter shall sit out at least one (1) game following the third detention. If the student's behavior fails to improve, a conference will be held with the student's parent(s), the student and his/her teacher and coach. The student may receive a temporary suspension from the sporting activity. In extreme cases, the student may be dismissed from the activity altogether.

During the fourth quarter, students may become less diligent in completing their class work, turning in assignments, studying for tests and/or in attendance. Students are encouraged to stay focused on their schoolwork during the entire school year. Students receiving three (3) or more detentions in the fourth quarter or students engaging in serious misconduct as determined by the principal may lose their privilege to attend end-of-the-year activities, such as field trips, student appreciation day, junior high dance, etc.

The principal in his/her sole discretion shall make the final determination as to when a loss of privilege is warranted.

Student Behavior that Warrants an In-School Suspension

A parent/teacher/student/principal conference will be held to discuss the matter and to determine a solution to the problem, as well as to impose the appropriate consequence, which may include, but may not be limited to, an in-school suspension of a length to be determined by the principal. Consequences during the in-school suspension will be determined by the principal. Student misconduct that may warrant applicability of this provision may include, but is not limited to, the following:

- Serious disrespect for persons and/or property
- Possession, use or sale of tobacco
- Repeated minor violations
- Any action or attitude disruptive to the common good of the school and contrary to Christian principles
- Stealing from any place in school or at school-sponsored functions

Out-Of-School Suspension

The principal shall not suspend a student until there has been a conference with the parent(s) or guardian. This conference may include the Executive Manager or Pastor. The time period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file with the student's school records. **(Diocesan Policy Bk3§407.2)**

All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted, the School may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

Expulsion

The expulsion of a student from Catholic school is so serious that it should be invoked rarely and then only as a last resort. The fact that a student presents serious problems to a school is not in itself sufficient reason for expelling him/her.

The principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies, such as a conference with the parents, and Pastor or referral to a guidance clinic, physician or the Pastor. The best environment for a student with a behavior problem is the Christian atmosphere of a Catholic school.

The general situations, which demand removal of a student from the school, are primarily the following:

- Delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils; and
- Chronic and incorrigible misbehavior that undermines classroom discipline and impedes the academic progress of the entire class.

Student misconduct, which may warrant expulsion may include, but is not limited to the following:

- Possession, use or distribution, use or sale of drugs, illegal narcotics and/or alcohol or

substances held out to be any of the above. Administration is required to report instances of drug violations to local law enforcement.

- Possession and/or use of a dangerous weapon. St. Paul Catholic School is mandated by law to report the presence/visibility of a firearm on school premises. The administration will notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).
- Physical abuse or attacks to a staff member or another student. Administration will notify local law enforcement and report to the Illinois State Police using the School Incident Reporting System (SIRS).
- Act of violence by a student.
- Willful disrespect for persons and/or property.

When all other means have failed and expulsion is being considered, the following procedures shall be observed:

- The student shall be suspended for a period not to exceed one week.
- The parents of the student shall be granted a conference with the Pastor and Principal in the hope of determining a solution to the problem, which will forestall the necessity of expulsion.
- The Pastor, in conjunction with the Principal, shall make the final decision and will communicate this decision to the parents. If expulsion is necessary, the Pastor shall also help the parents make arrangements for the further education of their child.
- If the Pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if at all possible that would accept the student on a probationary basis.
- If expulsion is necessary, the date of withdrawal and the word “withdrew” are sufficient for the permanent records.

Anti-Bullying Policy

In order to create a safe and secure environment in which all persons are able to reach their full potential, all bullying and harassment incidents shall be taken seriously.

(Diocesan Policy BK3§402.8.1- BK3§402.8.2)

Bullying, hazing and harassment are behaviors involving a deliberate, conscious intent to hurt, threaten, frighten or humiliate someone. It may include physical and/or verbal intimidation; extortion or taking belongings; oral or written threats; outrageous actions; cruel rumors; suggestive comments; false accusations; cyber-bullying; and/or social isolation.

Based on the philosophy that Catholic Schools are established to provide an environment of faith, within the grace and love of God, we have established the following anti-bullying policy. St. Paul Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats in any form made against the physical or emotional well-being of any individual are not allowed and will be taken literally. Off-handed joking or remarks are inappropriate and will also be taken seriously. We view bullying as an unchristian behavior, and it will not be tolerated. Staff, students, and parents have the responsibility to make every attempt to create and maintain a bully-free atmosphere.

Staff

- Conscientiously provide curriculum, instruction, and discussion related to bullying prevention
- Closely supervise students in areas of the school, playground and at school sponsored

activities

- Quickly and sensitively respond to bullying reports
- Investigate reported bullying incidents
- Assign consequences for bullying based on school behavior procedures
- Provide immediate consequences for retaliation against students who report bullying.

Students

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who often are left out
- Report bullying to an adult

Parents

- Report concerns of bullying behavior to their child's teacher as soon as possible following the incident. If concerns are not handled sufficiently, a report should be made to the principal.
- Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

Threats

All threats are to be taken seriously and investigated. If after investigation the principal deems it warranted, the school may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

Violence

St Paul Catholic School shall provide a safe learning environment for all members of the school community. Violence of any kind will not be tolerated, and appropriate consequences, as outlined in the disciplinary policy, will result from any threats or actual acts of violence.

Conflict Resolution

The faculty and administration teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. Parent/guardian contact will be made as necessary.

Corporal Punishment

Corporal punishment is prohibited by the diocese and by state law. Any intentional infliction of bodily harm, slapping, paddling or prolonged maintenance of students in physically painful positions should be reported to the principal immediately.

DRESS CODE

It is the philosophy of St. Paul Catholic School to believe in the value of each child as a unique individual loved by God. We strive to create an environment that will challenge the students to grow to their fullest academic potential and to develop a healthy acceptance of self and a Christian respect for others. Proper hygiene and attire attribute significantly to this effort. **The following dress code policy applies to students in Pre4/Jr. Kindergarten through 8th grade:**

Shirts

- Solid white, navy or light blue polo-style, with a collar and long or short sleeves. Turtlenecks, mock turtlenecks, oxford shirts, dress shirts/blouse-style are also included in the dress code.
- Crewneck sweatshirts, Quarter-zip sweatshirts, and sweaters (crew, V-neck, vest or cardigan style) in solid navy, light blue or white that are waist-length and appropriately sized may also be worn. Shirts may be worn with a t-shirt or turtleneck underneath. Shirts worn underneath the uniform shirt should be a solid color and may not have any visible writing or pictures.
- All shirts, sweatshirts, and sweaters shall be free of name brand logos (e.g. Nike, Under Armour, Adidas). Only plain or school approved logos may be worn on dress code clothing. Shirts with approved school logos will be offered for purchase at the start of the school year. Local vendors may also sell shirts with approved logos. Teachers and administrators reserve the right to ask the student to remove sweatshirts if any safety, behavioral, or appearance concerns arise.
- Only uniform sweatshirts and sweaters may be allowed in the classroom during the school day.
- Viking Spirit Wear shirts may be worn on designated days as determined by administration.

Pants and Shorts

- Navy or khaki, plain, trouser-style pants and shorts with flat or pleated front. Low-waist, hipster, jeggings, or any type of tight-fitting pants are prohibited. The hem of the pants shall not touch the floor. Pants/shorts may not be of jean material, have rivets, extra buttons, extra pockets, etc. Pants/shorts must be purchased from approved vendors (i.e. French Toast, Old Navy, Gap, Children's Place, or other vendors which sell clothing free of logos).
- With the student standing upright with arms extended down at his/her side, shorts may be no shorter than the bottom of the student's fingertips and/or no more than 4" above the knee. Shorts may be worn beginning April 15 through October 31. Girls may also wear capri pants, which shall be considered shorts for purposes of this section. They should not be low-waist or too tight as deemed by the teachers and/or administration.

Jumpers, Skorts, and Skirts

- Navy, khaki, or approved plaid jumpers, skorts or skirts in specified styles must be longer than the extended fingertips and/or no more than 4" above the knee (see above shorts). Girls must wear shorts or leggings (white, light blue, or navy) underneath jumpers or skirts. The only plaid option allowed is from the brand French Toast in the BLUE GOLD PLAID style (Item#1397 & #1047).

Dress code clothing can be purchased online through the approved vendor, www.frenchtoast.com. Search for St. Paul Catholic School using Source Code: QS45MQW.

Shoes and Socks

- **Shoes and socks must be worn at all times.**

- Tennis shoes or leather/oxford style shoes that blend with the clothing. Extreme colors/styles (as determined by staff) will not be allowed.
- Shoes that leave black marks are prohibited. For students' safety, open-toed, heeled shoes, and boots are also prohibited. Shoes must be properly tied at all times. In snowy conditions, snow boots may be worn to school, but students must bring regular school shoes that meet the above-stated requirements to change into upon arrival.

Accessories

- Students must wear belts with pants, shorts, and capris that have belt loops. Belts must be solid brown, black, or navy. Belts are optional for preschool and kindergarten students.
- Jewelry must be kept to a minimum. Earrings should be kept close to the earlobe (post style, no large hoops) with a maximum of two (2) earrings per ear. Boys may not wear earrings. All jewelry must be removed for PE and sports. In the case of newly pierced ears, earrings must be "taped" for safety.

Hair and Makeup

- Hair must be neat and clean. For boys, hair must be no longer than the eyebrows and must not touch the shirt collar in back or the opening of the ear on the sides. Extreme hairstyles are prohibited for all students. Unnatural hair color or trendy hairstyles are not allowed. Minimal makeup is allowed for girls in 7th/8th grade. No dark liners for eyes/lips or bright eye/lip colors.

PE Uniform

- Students in grades 5-8 must change into athletic clothing for PE. PE attire consists of athletic-style gym shorts (see dress code policy for appropriate length), sweatpants, and T-shirts. Shorts or pants may not contain any logo or words on the seat. T-shirts may contain any official logo of St. Paul Parish and/or St. Paul Catholic School. T-shirts must not contain wording or images that conflict with the message of Catholic Education. PE attire must be labeled with the student's last name. PE attire may not be worn in the classroom.

Preschool 3-year-old students do not have a specific dress code for clothing, but the dress code policy regarding shoes, as stated above, must be followed. Preschool parents should review the Casual Dress Days section below for details regarding casual dress and/or spirit dress days.

See the Dress Code Violation section below for issues concerning student non-compliance with dress code provisions. The faculty and administration, in their sole discretion, shall determine the appropriateness of any questionable attire or grooming.

General Information

For any questions concerning appropriate style of school clothing, please contact the school office.

Casual Dress Days

Certain days of the school year are designated as casual dress days. On these days, students may wear shirts that are clean, neat and in good repair. These shirts may not contain wording or abbreviations that refer to any subjects that conflict with the message of Catholic Education, such as violence and death, sex, illegal drugs, alcohol, tobacco products, ethnic slurs, profanity, street gangs, rock concerts or performers or any other non-Christian subject matter. All shirts or tops

must have sleeves. Sheer or crop tops, low-cut, see-through mesh, or back cut-out tops may not be worn. Shirts or tops must be long enough to tuck in or cover the waistband of pants.

Pants or jeans that are clean, neat, loose fitting, and in good repair may be worn. Sweatpants are acceptable as long as they are loose fitting. On casual dress days beginning April 15 through October 31, clean, neat, loose fitting shorts may be worn. **Shorts may be no more than 4" above the knee.** Shoes that are appropriate for school must be worn on casual dress days as a safety precaution.

Unless otherwise modified by this section, the regular dress code shall remain in full force and effect.

Spirit Fridays

Fridays, unless otherwise specified, are designated as spirit dress days. Students may wear any St. Paul Catholic School athletic team wear or school logo wear, along with dress code bottoms. Please see above for dress code guidelines.

Graduation Dress

Various events are planned in May in anticipation of graduation including a breakfast, the graduation ceremony and honors recognition, and reception. Because of the formal nature of these occasions, appropriate dress is required. For these events, the following dress code is required:

Boys: Dress shirt with tie, dress pants, dress shoes (no athletic shoes). Jacket is optional.

Girls: Dress of appropriate length, no shorter than 4" above the knee, with no slits above the knee. No formal, semi-formal or prom style dress is allowed. Dress may not be strapless, off the shoulder or have spaghetti straps. Dress must have a modest neckline and may not be excessively tight fitting. Shawl or sweater may be required.

Graduating students shall wear caps and gowns during the graduation ceremony. Parents shall bear the cost of purchasing a cap and gown for each child graduating. Gowns are disposable and may not be reused for subsequent ceremonies.

Dress Code Violation

It is the responsibility of each parent to ensure that the dress code is followed by his/her child(ren). It is the responsibility of the teachers and school administration to ensure that students adhere to this code. Parents will be notified of a dress code violation and, if necessary, will be required to bring a change of clothes to school before the offending student may return to class. Dress code violations will result in appropriate disciplinary action. Repeated violations may result in a suspension. Students may be required to change into appropriate clothing provided by the office.

Lost and Found

Articles which have been lost will be placed in the "lost and found" container. Please mark all sweaters, coats, gloves, lunch boxes, etc. with your child's name. Any item not picked up by the end of the academic year will be discarded or given to a charity organization.

HEALTH REQUIREMENTS

The Illinois School Code requires the following grades to have updated health, dental and vision documentation. Health and vision are due no later than October 15 or a child may be excluded from school. Dental is due no later than May 15.

- Any new student regardless of what grade they are entering: Health

- 3- Year-Old preschool: Health
- Kindergarten: Health, Dental, and Vision
- Grade 2: Dental
- Grade 6: Health and Dental
- Student Athletes (Grades 4-8): Sports Physical

EXEMPTION TO IMMUNIZATIONS: Any parent or legal guardian requesting a religious exemption to immunizations or examinations must complete the IL Certificate of Religious Exemption. A separate form must be used for each child. This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions (Public Act 099-0249 enacted August 3, 2015).

Proof must be presented of receiving a health examination and inoculations for preventable communicable disease performed by a physician licensed to practice medicine, as required by the School Code of Illinois and the Illinois Department of Public Health. (Except those exempt by law).

A transfer student shall have thirty (30) calendar days, beginning with his/her first day of enrollment in the school, to satisfy the examination and inoculation requirements. The principal is authorized to prohibit any student from attending school until said requirements have been satisfied or a statement objecting to such inoculations has been submitted to the school.

MEDICATION

Educational personnel shall not administer medication to a student unless acting under a direct order that is signed by a licensed physician. Acutely ill students will be sent home. Students recovering from an acute illness should remain at home until the need for medication no longer exists. Students may not have **any** medications and/or drugs in their possession on school grounds. The only exception is a student having a signed authorization for self-administration form for an EpiPen or asthma medication.

Prescription Medication

To promote maximum school attendance for students requiring medication in the treatment of chronic disability or illness, any student requiring medication during the regular school day must comply with the following:

- School must receive a written request or permission from parent or guardian of the student requesting that the school comply with the physician's order (Appendix B).
- School must receive the signature of the person giving written orders from a physician, which details the name of drug(s), dosage, and time interval in which medication is to be taken (Appendix B).
- Medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician.
- Medication dispensation information shall be recorded on a medication log that includes date, time, dosage, and specific medication.

Medical Marijuana Policy

BASIS FOR POLICY

Illinois Law (Public Act 100-0660) requires nonpublic schools to develop a policy which authorizes parents, guardians, and primary caregivers to administer medical marijuana to a student while the student is on school grounds, aboard a school bus, or attending a school-sponsored event.

ELIGIBILITY & AUTHORIZATION

Subject to certain restrictions, a nonpublic school shall authorize a parent or guardian or any other individual registered with the Illinois Department of Public Health (IDPH) as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the *Compassionate Use of Medical Cannabis Pilot Program Act* ("MCP") [410 ILCS 130].

VERIFICATION PROTOCOL

The protocol for verifying the registration status and ongoing authorization concerning the medical use of marijuana for the student and the parent, guardian, or primary caregiver is as follows:

1. The student must present a Registry Identification Card issued by the IDPH which identifies the student as a registered qualifying patient.
2. The parent, guardian, or primary caregiver must present a Registry Identification Card, issued by the IDPH which identifies the parent, guardian or primary caregiver as the student's registered primary caregiver.
3. Both Registry Identification Cards must be presented to the principal (or the principal's designee) prior to the first administration of medical marijuana on school grounds or aboard a school bus. Thereafter, registry identification cards will be presented to the principal (or principal's designee) twice a year, in September and January. If the Registry Identification Card expires during an academic semester, a new Registry Identification Card must be presented before administration of medical marijuana may resume. When on school grounds, the principal (or principal's designee) must verify that neither the Registration Cards nor the prescription has expired by reviewing the file copies of the Registration Cards and the original prescription container prior to the administration of medical marijuana.
4. Copies of both Registry Identification Cards will be kept on file in the principal's office.

SAFETY PROTOCOLS

- The registered primary caregiver must bring the medical marijuana in its original prescription container, bearing the name of the student and a current (unexpired) date.
- The registered primary caregiver must maintain possession of the medical marijuana while on school grounds or aboard a school bus. In no event will the medical marijuana be stored at the school or held by school personnel or on the person of the student.
- Only the registered primary caregiver may administer the prescribed medical marijuana to the student. No school personnel are allowed to administer a medical cannabis infused product to a student.
- A parent or guardian or other individual may not administer a medical cannabis-infused product in a manner that would create a disruption to the school's educational environment or would cause exposure of the product to other students.

LOCATION

- When on school grounds, medical marijuana must be administered in the Principal's office. After the student is given the medical cannabis-infused product, it must be removed from the school premises or school bus.

SMOKING PROHIBITED

- Medical marijuana may never be administered to a student by smoking or other forms of inhalation/vaping while the student is on school grounds, aboard a school bus, or attending a school-sponsored event.

Non-Prescription Medication

No non-prescription medication shall be dispensed at school, on field trips, or at school activities to any student. No topical product, except sunscreen which is approved by the United States Food and Drug Administration, will be applied to any student. If a student needs medication, parents will be notified, and said parents shall assume the responsibility of bringing medication to school for the student or taking the student home.

Should a student be injured at school, soap and water shall be used to clean any wound. Parents will be notified if the student requires further treatment or needs to be sent home. Ice or cold pack may be applied as deemed appropriate.

Undesignated Epinephrine Auto-Injector Policy

It is the policy of St. Paul Catholic School to provide assistance to any person(s) who may be suffering from an anaphylaxis reaction following the protocol and procedures of the school. The school will maintain a supply of undesignated epinephrine auto-injectors in the name of the school and provide or administer them as necessary according to State law. Trained staff members may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe the person is having an anaphylactic reaction. Under implementation of this policy, St. Paul Catholic School, its trained staff and/or agents, are to incur *no liability*, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated epinephrine auto-injector. (105 ILCS 5/30c)

Under any administration of an undesignated epinephrine auto-injector, the Principal or designee(s) must ensure all notifications required by State law and administrative procedures are completed.

The Undesignated Epinephrine Auto-Injector Policy is void whenever the Principal or designee is, for whatever reason, unable to: (1) obtain for the School a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the School's prescription for undesignated school epinephrine auto-injectors.

No person, including without limitation parents/guardians of students, should rely on the school for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding such medication(s). Refer to Appendix C, Authorization for Self-Administration of Epipens and Asthma Medicine.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, A "Diabetes Care Plan" must be submitted to the school principal. The parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated school representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Students with diabetes may also self-carry diabetic testing supplies and insulin. Students may also self-test glucose and self-administer insulin.

Care of Students with Asthma

If your child has asthma and requires assistance with managing this condition while at school and school functions, an “Asthma Action Plan” must be submitted to the school principal. The parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Asthma Action Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Asthma Action Plan.

STUDENT RECORDS

Student permanent records consist of basic identifying information, academic transcripts, attendance records, accident reports and health records, and student transfer request of records. Parents or guardians have the right to inspect and copy their child(ren)’s permanent records within a reasonable time. Access to official school records may be denied until all fees and other obligations are satisfied.

Upon receipt of request for transfer of records, information sufficient to ensure placement will be released within (10) ten days. Official school records will be released when all financial obligations to the school are satisfied.

In the absence of a court order and with due provision to State Law, handbook provisions regarding student records are accessible to any parent or legal guardian, regardless whether the student lives with said parent or guardian. **(Diocesan Policy Bk3§402.3.1)**

St. Paul Catholic School conforms to the Buckley Amendment regarding the rights of non-custodial parents. In the absence of a court order mandating otherwise, St. Paul Catholic School will allow access to the non-custodial parent to student academic records and other school-related information. The custodial parent bears the responsibility to provide the school with a certified copy of any court order that has been entered, which prohibits the release of student record information to the non-custodial parent. Items listed below, while furnished by the school to the custodial parent, must also be forwarded by mail to the non-custodial parent upon request:

- Reports and/or records that reflect the student’s academic progress
- Reports relating to the student’s emotional and physical health
- Notices of any school-initiated parent/teacher conference
- Notices of major school events, such as Open House, which involve student/parent interaction
- Copies of the school calendar

System for Flagging Records of Missing Persons

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. St. Paul Catholic School will flag the record using neon self-sticking notepaper for identification.

The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

POLICE QUESTIONING AND APPREHENSION

Diocesan Policy Bk3§402.6 states that when any student becomes involved with law enforcement officers, the officer shall be requested to confer with the student when he/she is not under the jurisdiction of the parish or school, if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

- The officer shall properly identify him/herself.
- The parent(s) or legal guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
- The student's parent(s) or legal guardian have (has) a right to be present if the conference is held in the parish or school.
- If the student's parent(s) or legal guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.
- If there is a warrant or if it is impossible for the parent(s) or legal guardian to be present, the school administrator or designee may be a witness to the conference held in the parish or school at the request of the parent(s) or legal guardian.
- Legal counsel may be called as needed if officers come to the parish or school.

St. Paul Catholic School is mandated by law to report all incidents involving a firearm, either present or visible, that occurs on school property. Similarly, all incidents of violence/attacks on school personnel will also be reported to law enforcement officials. In addition, notifications of these incidents will be made to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

RECESS

It is important for the children to get the fresh air and exercise they need by going outside for recess periods.

Playground information: If, for health reasons, a student must stay inside for recess, he/she must bring a written note stating the reason for staying inside. During school hours, the street in front of school (Main Street) and the street west of the church (Olive) will be blocked off to through traffic.

Playground Rules

- Students may not go beyond the barricades or playground to get a ball. The playground supervisor will retrieve any ball that goes into non-barricaded streets or off of school property.

- Any game requiring tackling and/or wrestling and other rough games may not be played on the playground.
- Students may not sit or play in front of doorways or in the middle of walkways.
- Throwing snowballs, rocks or any other objects is prohibited.
- Fighting, harassing, use of improper language, bullying and lack of respect for authority or other students are prohibited.
- No food is allowed on the playground during noon recess.
- Any student carrying out any item for use during recess is responsible for returning it to the classroom at the end of recess.
- Students may not leave the playground or enter the school without permission from the playground supervisor.
- Any stranger on the playground should be reported to the office.
- Stray dogs or other animals that wander onto the playground should be left alone.
- A whistle is blown to signal the end of recess. When the whistle is blown, students must quickly and quietly line up in their assigned area. The playground supervisor will tell students when to leave.

SEARCH AND SEIZURE

Student lockers and desks are the property of St. Paul Catholic School and must be used for the purpose intended: a storage area for books, school supplies, PE clothes, and coats. If school personnel believe that a student has placed illegal or dangerous materials, illegal substances or unauthorized school materials in any locker or desk, school officials may search the locker or desk with or without the student's knowledge or consent. School officials may search lockers and desks at any time.

When there is reasonable cause to believe that a student may be in possession of stolen property, contraband or articles which threaten the safety, welfare or health of others, he/she may be requested to empty pockets, purse, bag or any other item, so that the contents may be examined. Improper items, which are in violation of the rules, regulations, and policies of St. Paul Catholic School, will be confiscated. Students who possess such contraband will be subject to discipline and possible expulsion. The school will notify parents and the proper authorities and will cooperate fully with police and other government authorities.

SPORTS PROGRAM

Our sports programs are designed to promote responsibility, leadership, cooperation, sportsmanship, motivation and school spirit while working on the skills necessary for the particular sport. While these extracurricular activities are important, it is more important for participating students to succeed academically and behaviorally.

Uniforms/Shirts may be provided by the school for each participant. Each student athlete is responsible for returning his/her laundered uniform at the end of the sports season and will be held monetarily responsible if his/her uniform is lost or unreturned for any reason.

Eligibility

Eligibility for any St. Paul Catholic School sports programs is subject to academic achievement, effort and conduct. All students participating in sports are expected to conduct themselves at all times with appropriate behavior and to exhibit respect towards all school personnel and students.

Certain grade and conduct requirements must be followed. See III. CURRICULUM, B.4. Grade and Conduct Requirements for Those Participating in Co-Curricular and/or Extracurricular Activities.

Formation of Teams

In keeping with Diocesan policy, tryouts for the various sports are prohibited; therefore, all students have the privilege of playing. Students shall be grouped into teams on the basis of grade level. An exception to this would be a lack of numbers to field a team. In this case, students from lower grades will be provided an opportunity to join the higher grade level team.

Diocesan policy prohibits the participation of students on more than one school team in the same sport. An exception to this would be a lack of numbers to field a team. In this case, students from lower grades will be provided an opportunity to join the higher grade level team.

An effort will be made to allow each player to participate in the game, although playing time is left to the discretion of the coach. The school does promote the ideal that all students should have an opportunity to practice and play. Students in lower grades playing on a higher grade level team are not guaranteed playing time.

Requirements

- Students, parents and coaches must sign and adhere to the Sports Rules Contract/Sportsmanship Pledge that will be provided to them upon registration for that sport.
- Students must show proof of medical insurance coverage. Acceptable proof includes a letter from the parent/legal guardian stating that the student is covered by medical insurance.
- Students must have on file in the office a form stating that the student had a physical exam not more than one year preceding practice or participation and is physically fit to play sports.
- Any student athlete who is absent from school for more than three (3) consecutive hours on the day of a school-sponsored sporting activity shall be prohibited from participating in said activity. An exception to this provision will be made for any excused absence (e.g. funeral) for which prior written notification to the Principal has been provided and absence excused.
- When a bus is used for transportation, all players must ride the bus to and from the game, unless prior arrangements are made with the coach. The coach will accompany the players on the bus.
- A player may ride home only with a designated adult with prior consent of parent and notification to the coach. The specified driver is required to sign the player list before leaving the activity/event with the player.
- The bus will depart for away games at a scheduled time. The bus departure will not be delayed for any player. The parent of any player who misses the bus is responsible for transporting the player to and from the game. The coach in his/her sole discretion shall decide whether the late player is allowed to participate in the activity.
- Players must attend practices during the season. Any player, except those reported absent from school, that does not attend practice must notify the coach and provide a reason for missing practice. A player missing practice without an excused absence will not be allowed to play in the next game. The coach in his/her sole discretion shall determine whether this provision will be strictly enforced.
- Players who fail to follow the coach's directives during practice will be asked to leave and may be benched at the coach's discretion. Parents will be notified of any problem and consequences.
- Any comments or concerns by players and/or parents should be brought directly to the attention of the coach by scheduling an appointment with the coach no earlier than the day following the sporting activity in which the situation giving rise to the comment or concern arose. If the matter remains unresolved following the appointment with the coach, the parents and/or player should maintain a written statement of facts and request a meeting with the principal. The principal will read the information and shall schedule a meeting with the parents, coach and principal to

discuss the matter and reach a resolution.

- At all home and away games, team members shall sit together during the games and remain seated until it is time to depart. No player shall run around or sit in any place other than with his/her team.
- Because the safety of players is of primary importance, any player who has a sprain, severe injury or exhibits flu-like symptoms will not be allowed to play.
- The coach in his/her sole discretion shall determine whether visitors may observe practice. Visitors observing a practice shall refrain from attempting to coach, unless requested to do so by the coach.
- Coaches shall provide a practice schedule to the players.
- Coaches shall remain at school after practice or when returning from a game until all players are picked up.
- Athletes shall be treated respectfully by coaches.
- Coaches shall distribute uniforms to students at the beginning of the season and shall collect uniforms from students at the end of the season. Coaches shall retain uniforms in storage when not in use.
- Coaches shall provide the school office with a list of players after the first practice and shall collect a signed Sports Rules Contract/Sportsmanship Pledge from each player.
- Athletes leaving early will be dismissed by the Athletic Director.
- Unsportsmanlike conduct by parents and/or players will not be tolerated. Consequences shall be determined by the coach in his/her sole discretion and may include loss of playing time.
- A bus fee may be collected for each sport.

CURRICULUM

Curriculum is reviewed annually and updated on a rotating basis in accordance with the planning schedule for the school. Instruction is provided in English and taught to children of corresponding age and grade. The curriculum includes religion, language arts, reading, math, science, social studies, physical education, health, fine arts, Spanish, robotics, and computer science.

SPECIAL SERVICES

Special education services are provided through the Highland Community Unit School District No. 5. Speech services and testing services are provided to qualifying students based on available funding through the district.

ABANDONED NEWBORN INFANT PROTECTION ACT

Our students will be informed of the parameters of the Abandoned Newborn Infant Protection Act during religion class. This instruction is mandated by Illinois School Code and will be presented in an age appropriate manner to the students.

HOMEWORK

Homework is considered an important part of skill mastery and is geared toward strengthening and complementing the learning acquired in the classroom setting. Cooperation of the parents in supervising homework is a vital element in the learning process. Guidelines for homework are as follows:

- There are times when students will request assistance from parents with homework; however, students must realize that homework is their responsibility and must be done

consistently with emphasis on completeness, accuracy and neatness.

- Homework will not always be of a written nature: reading, study, oral assignments and creative projects are also given.
- Assignments are given with the following anticipated time frame:
 - Grades 1-3: 20-30 minutes
 - Grades 4-6: 30-60 minutes
 - Grades 7 and 8: 45-90 minutes
- Incomplete classwork is not counted towards homework time.
- Periodically, students may be given longer assignments, which may require several days to complete.
- Teachers usually refrain from assigning homework over weekends or school vacations when possible; however, occasionally, circumstances may require assignments to be given to students for completion over weekends or school vacations.
- Any absence due to a family vacation, where advance notification is provided to the school by parents, will be considered an excused absence if taken at “appropriate” times during the quarter. Homework may be provided to students in advance at the discretion of the teacher. Assignments must be done in the time-frame determined by the teacher upon the student’s return to class. Any unexcused absences will result in the inability to make up work and students will receive 0’s on all assignments/tests. To prohibit the disruption of the academic process for all involved, it is strongly recommended that vacations be taken during the summer months.
- For grades K-3, homework for students who are absent may be picked up in the school office at the end of the school day prior to 4:00 p.m. For grades 4-8, homework will be posted through Google Classroom by 4:00 p.m.
- The teacher and student together will establish an appropriate timeframe to make up homework that was missed while the student was absent due to illness. Students are expected to complete missed homework as soon as possible upon returning to school. For short-term illnesses, the general timeframe for makeup is one day of make-up for each day absent. Upon returning, daily assignments are still due.
- Agenda notebooks are issued to each student in grades 3-8. Students are responsible for recording their homework each day. The agenda notebook also serves as a communication tool among the student, teacher and parents.
- In grades K-4, a printed homework assignment sheet will be used when a student is absent. A digital copy of the homework assignment sheet will be provided for grades 5-8. It is the responsibility of the parent(s) to see that homework assignments are picked up each day while the student is absent.
- In the event of a suspension, homework must be picked up daily and returned the following day during each day of the suspension. Any work not completed for the following day will receive a ‘0’

STUDENT PROGRESS AND ACHIEVEMENT

Report Cards/Grading

A student’s grades are an indication of his/her effort, understanding and interest in the academic subject. At the end of each quarter, parents can access a student report card which shows the progress made scholastically and also the progress in character formation.

The system for recording progress varies according to the grade level. The report card lists the scale or system used for a particular grade level.

Grade Scale

Grades 1 – 8:

A – 93-100

B – 85-92

C – 78-84

D – 70-77

F – 69 – Below

Kindergarten grading scale is skills based.

Progress Reports

Progress reports can be accessed through FACTS four (4) times a year halfway between quarters.

Honor Roll

An Honor Roll will be compiled and published for Grades 5, 6, 7 and 8, based on quarterly grades.

Students receiving a grade point average of 4.65 or higher will qualify for high honors.

Students receiving a grade point average between 4.25 - 4.64 will qualify for honors.

Any student receiving a C, D or F in any subject is ineligible for placement on the Honor Roll.

Grade point averages are calculated by total class hours per week multiplied by the grade point. Total grade points are divided by the total class hours to determine grade point average.

It is a part of St. Paul Catholic School's philosophy to strive to create an environment that will challenge the students to reach their fullest academic potential and to develop a Christian respect for others. Because the students named to St. Paul Catholic School's Honor Roll are being recognized for their high academic achievement, as well as their Christian respect, it is expected that the named students: (1) will exhibit appropriate classroom behavior; (2) will exhibit respect toward all school personnel and students; (3) will maintain high physical of neatness in his/her work; and (4) will act responsibly. Failure to adhere to any part of these above-stated expectations may prevent a student from being named to St. Paul Catholic School's Honor Roll.

During the evaluation of a student's quarterly eligibility for Honor Roll, evidence of extreme misconduct may disqualify the student from being named to St. Paul Catholic School's Honor Roll for that particular quarter. A conference will be held among the principal, faculty, parent(s) and student, in order to address any issue of extreme misconduct. Following the conference, the principal will then determine whether to award or deny Honor Roll status to the student.

Grade and Conduct Requirements for Those Participating in Co-Curricular and/or Extracurricular Activities

Each student participating in Co-Curricular and/or Extracurricular Activities must maintain a C average in each of his/her classes. Any student receiving a D or F on his/her progress report or report card will be suspended from participation or practice in those activities.

The principal reserves the right to deny a student participation in a sport based on effort, attitude, and academic performance. In certain cases, students that are considered to be working up to their ability may be allowed to participate at the discretion of the administration.

A student's suspension will be lifted only after the teacher of the course and the principal sign the Extracurricular Eligibility Checklist (EEC) indicating the student is doing at least C-average work. Grades of students who are ineligible will be averaged weekly following the first week of suspension. The student must sit out a minimum of one (1) game/event following the mailing or posting/distribution of grades. If no game or event is scheduled for that week, the student must sit out at least one (1) game or event after the first week before he/she will be able to return to play. The student is responsible for presenting the Extracurricular Eligibility Checklist to the teacher on appropriate days.

Any student who has received three (3) or more detentions in a quarter will sit out at least one game or event following the third detention. If behavior does not improve, a conference will be held with parents, student, teacher and coach. The student may receive a temporary suspension from the activity, or in extreme cases, dismissal from the activity.

Most extra-curricular activities require that the student sign a pledge regarding the understanding and agreement of expectations for that particular group.

Parent/Teacher Conferences

Parent/Teacher conferences are held approximately two (2) weeks after the end of the first quarter. Conferences provide an opportunity for parents and teachers to discuss the student's progress during the quarter and to confer on matters affecting the growth and development of the student.

Promotions/Retentions

A student shall complete the full curriculum of his/her current grade level before consideration for promotion to the next grade in any or all subjects will be given.

At the end of the 4th quarter, students shall be promoted to the next grade level or retained based upon appropriate criteria.

A student may be promoted provided he/she has failed no more than one (1) subject. If a student has had a failing grade in a major subject during three (3) of the four (4) quarters, a tutor or summer instruction may be required. If a student has a yearly average of F in three (3) or more of the six (6) academic subjects (language arts, literature/reading, science, math, social studies and religion), the student will be retained in that grade for the following year.

Any eighth grade student who fails to meet the minimum requirements for promotion will not receive a diploma and may not participate in the graduation ceremony.

In instances where retention is not mandatory but school administration officials believe it to be in the best interest of the student, the following factors shall be considered: chronological age, academic grades, MAP test scores, maturity, diagnostic tests, attitude and effort, student habits and parental cooperation. In situations where retention is not mandatory, a consensus among the principal, teacher(s), parents and diagnostic personnel shall determine whether or not retention is in the best interest of the child.

Student Problems, Concerns and/or Grievances

Any student problems, concerns and/or grievances should be discussed with the classroom teacher before consulting another level of authority. The chain of communication that parents should follow when contacting the school about their child is as follows: (1) teacher; (2) principal; (3) Executive Manager; and (4) Pastor. St. Paul Catholic School understands that open lines of communication are important. Student needs for support services such as counseling, social

work, and academic accommodations are evaluated by the Student Assistance Team as needed.

Awards and Graduation Honors

Awards for academic achievement, sports and other areas determined by the teachers are awarded at the end of the school year. All eighth grade awards will be presented during the graduation ceremony.

TESTING PROGRAM

All elementary schools in the Diocese of Springfield must follow the Diocesan testing program as outlined by the Office for Catholic Education, which is indicated below.

MAP standardized tests are administered to students in grades 2 through 8 three times per year. Testing is used for diagnostic purposes. Scores are used to identify student strengths and those areas that may require additional attention, so that the curriculum can be structured to benefit and challenge all students.

Students in grades 7 and 8 are given cumulative exams at the end of each semester. This exam grade is combined with the quarterly grades of that semester to determine the semester grade. First and second quarters are 40% each, with the final exam being 20% of the overall semester grade.

Students in grades 5 and 8 are assessed in the area of Religion/Faith using the ACRE (Assessment of Catechesis and Religious Education) in February each year as required by the Diocese of Springfield, in Illinois.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Co-curricular activities are those activities added to the basic school curriculum. Extracurricular activities are those sponsored outside of school hours. In keeping with the expressed objectives and general philosophy of the school, these activities are designed to promote responsibility, individuality, cooperation and contribution by providing the opportunity for each student: (1) to assess his/her own interest, motivation and capabilities in a non-academic atmosphere; (2) to develop responsibility in the initiating, developing and following through of various programs; (3) to meet socially; (4) to interact with the teachers outside of the classroom in an informal environment; (5) to excel in non-academic areas, thereby providing the positive reinforcement needed to develop good self-esteem; (6) to develop knowledge in areas not included in the regular school curriculum; (7) to experience through class/group meetings the functioning of a democratic system; (8) to develop new friendships; (9) to participate in interscholastic competition; and (10) to build school/community spirit through participation in an organization or group.

CO-CURRICULAR ACTIVITIES

Band/Chorus

Band is a performing organization, which not only gives students the opportunity to develop their musicianship, but also provides an atmosphere for better appreciation of music. In addition, the band and chorus help to foster better community and parish relations. Band is offered to students in grades 4 through 8. Chorus is offered to students in grades 5 through 8.

Field Trips

Each class is encouraged to take at least one (1) educational field trip per year. The Principal shall authorize only those field trips that are appropriate educational and catechetical experiences. **(Diocesan Policy Bk3§504.12.1)** See Chaperone Guidelines in the Field Trips section stated previously, which details the requirements to serve as a field trip chaperone.

Student Retreats

Students in grade 8 will attend a Student Retreat Day. The day may include time for reflection, group discussion, and guest speakers.

Academic Competitions

Various academic competitions are offered throughout the school year. These may include essay/poster contests, math, geography, spelling, band and vocal competitions. Additional charges may be applicable to participate in any competition.

EXTRACURRICULAR ACTIVITIES

Scholar Bowl

A team of students from grades 7 and 8 participate annually in the Mater Dei Scholar Bowl.

Speech Meet

Students in grades 6, 7, and 8 have the opportunity to participate in the Alton Deanery Speech Meet held each spring. Speech categories include duets, serious, and humorous.

Math Team

Students in grades 6, 7, and 8 may participate in Math Team. Students are eligible to participate in the MathCounts competition at SIUE.

Student Council

The Jr. High Student Council promotes school spirit and cooperation through various activities. Student Council membership offers opportunities for leadership, participation in decision making through democratic processes and responsibility.

Athletics

St. Paul Catholic School's athletic program is an extension of the physical education program. It provides the opportunity to develop specialized skills in after-school activities. Participation in sports promotes school spirit between players and non-players. The sports program includes:

Boys:

- Basketball (Grades 4 – 8)
- Baseball (Grades 7 – 8)
- Volleyball (Grades 5 – 8)
- Track (Grades 5 – 8)

Girls:

- Volleyball (Grades 5 – 8)
- Softball (Grades 7 – 8)
- Cheerleading (Grades 7 – 8)
- Basketball (Grades 4 – 8)
- Track (Grades 5 – 8)

Additional Activities/Clubs

Various clubs are offered throughout the year to students in grades 7, 8 such as Book Club, Yearbook Club, etc. as an opportunity for students to get involved in the arts, culture, or simply for their enjoyment. Depending on the interest/numbers interested, students in grade 6 may be invited to join.

ST. PAUL CATHOLIC SCHOOL
STUDENT RIGHTS AND RESPONSIBILITIES

**MY RIGHTS AT
ST. PAUL CATHOLIC SCHOOL. . .**

I have the right to be happy and to be treated with compassion. This means that no one will laugh at me or hurt my feelings in any way.

I have the right to be myself. This means that no one will treat me unfairly because I am a boy or girl, heavy or thin, tall or short or because of the color of my skin.

I have the right to be safe. This means that no one will hit me, punch me, kick me, push me, threaten me or hurt me in any way.

I have the right to expect my property to be safe.

I have the right to hear and be heard. This means that no one will yell, scream, shout, make loud and unnecessary noises or otherwise disturb me.

I have the right to be helped to learn self-control. This means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.

I have the right to learn about myself and others. This means that I will be free to express my feelings and opinions in an appropriate and kind way without being interrupted or punished.

I have the right to expect that all of the above rights will be mine in all circumstances so long as I am exercising my full responsibilities.

**MY RESPONSIBILITIES AT
ST. PAUL CATHOLIC SCHOOL. . .**

I have the responsibility to treat others with compassion. I will not laugh at others, make fun of them or hurt their feelings.

I have the responsibility to respect others as individuals. I will not treat others unfairly because they are a boy or girl, heavy or thin, tall or short or because of the color of their skin.

I have the responsibility to make school safe by not hitting anyone, kicking anyone, pushing anyone, threatening anyone or hurting anyone in any way.

I have the responsibility not to steal or destroy the property of others.

I have the responsibility to help maintain a calm, quiet atmosphere. I will not yell, scream, shout or otherwise make loud and unnecessary noises or disturb others.

I have the responsibility to learn self-control. I will strive to exercise my rights without denying the same rights to others, and I will expect to be corrected when I do abuse the rights of others. Likewise, others shall be corrected if my rights are abused.

I have the responsibility to learn about myself and others. I will allow others to express their feelings and opinions without interrupting or punishing them.

I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

Appendix C

Authorization for Self-Administration of EpiPens and Asthma Medicine

You may request and authorize St. Paul Catholic School to permit a student in your care and custody to self-administer asthma medication or EpiPen medication prescribed by the student's physician. If this is allowed, you must understand that the School, the parish of which it is a part, the employees and agents of the school, the Diocese of Springfield in Illinois and the Bishop of Springfield in Illinois are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

In order to allow this the school, in accord with the state statute, requires all of the following before it can give effect to your request and authorization:

1. A written authorization from the parents or guardians of the student.
2. A statement, contained in our authorization form, that the parents or guardians:
 - acknowledge that School, the parish of which it is a part, the employees and agents of the School, the Diocese of Springfield in Illinois and the Bishop of Springfield in Illinois are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student;
 - and agree to indemnify and hold harmless School, the parish of which it is a part, the employees and agents of the School, the Diocese of Springfield in Illinois and the Bishop of Springfield in Illinois.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse must contain the following information:
 - name of the student/patient
 - name and purpose of the medication
 - prescribed dosage
 - time or times at which or the special circumstances under which the medication is to be administered.

Parents and guardians also must understand that as a matter of our discipline policy that any abuse of this statutory right by a student and/or any endangerment of other students as a result of a student possessing this medicine may result in appropriate disciplinary action by the School.

If you have any questions about this, do not hesitate to contact me. If you wish to see a copy of the statute, please contact me.

Sincerely,
Haidee Todora
Principal

Authorization for Self-Administration of Epipens

I, _____ or we, _____ and _____, parents or guardians of _____ (Hereinafter "Student"), a student at **St. Paul Catholic School** (hereinafter School) hereby request and authorize School to permit Student to self-administer epipen medication prescribed by the Student's physician, physician assistant, or advanced practice registered nurse, which is described more fully in written statement provided by the Student's physician, physician assistant, or advanced practice registered nurse, which has been given or will be given shortly to the School.

We (I) understand that this authorization will not be effective and the School cannot act upon it until the School has received the above-described written statement from the Student's physician, physician assistant, or advanced practice registered nurse.

We (I) understand and acknowledge that the School, the Parish of which it is a part, their agents and employees, the Dioceses of Springfield in Illinois, the Bishop of Springfield in Illinois are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication.

We (I) hold harmless and indemnify the School, the Parish of which it is a part, their agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in Illinois against any and all claims, except based on willful and wanton conduct, arising out of self-administration of medication by the Student.

We (I) understand that any abuse of this right by the Student or any endangerment of another student or students by means of the Student's possession of this medication may result in appropriate disciplinary action under our discipline policy.

This authorization is effective only for the current school year.

Parents or Guardians _____ Date _____

Authorization for Self-Administration of Asthma Medicine

I, _____ or we, _____ and _____, parents or guardians of _____ (hereinafter "Student"), a student at **St. Paul Catholic School** (hereinafter School) hereby request and authorize School to permit Student to self-administer asthma medication prescribed by the Student's physician, physician assistant, or advanced practice registered nurse, which is described more fully in a written statement provided by the Student's physician, physician assistant, or advanced practice registered nurse, which has been given or will be given shortly to the School.

We (I) understand that this authorization will not be effective and the School cannot act upon it until the School has received the above-described written statement from the Student's physician, physician assistant, or advanced practice registered nurse.

We (I) understand and acknowledge that the School, the Parish of which it is a part, their agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in Illinois are to incur no liability, except for willful and wanton conduct, as a result of any arising out of self-administration of medication by the Student.

We (I) hold harmless and indemnify the School, the Parish of which it is a part, their agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in Illinois against any and all claims, except based on willful and wanton conduct, arising out of self-administration of medication by the Student.

We (I) understand that any abuse of this right by the Student or any endangerment of another student or students by means of the Student's possession of this medication may result in appropriate disciplinary action under our discipline policy.

This authorization is effective only for the current school year.

Parents or Guardians _____ Date _____

**POLICY FOR THE USE OF COMPUTERS,
INTERNET AND ELECTRONIC MAIL
ST. PAUL CATHOLIC SCHOOL, HIGHLAND, ILLINOIS**

St. Paul Catholic School, Highland, Illinois, is pleased to offer students access to a computer network for electronic mail and the internet. To gain access to e-mail and the internet, all students must obtain parental permission as verified by the signatures on the form attached at the end of this Appendix E. This form must be signed by the parent(s) and student and must be on file at school before a student may access e-mail and the internet. Should a parent prefer that a student not have e-mail and internet access, the student may still use the computers for more traditional purposes, such as word processing.

Access to e-mail and the internet will enable students to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purposes of the school are to use internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students in accessing the internet in the form of information resources and opportunities for collaboration exceed the disadvantages; however, parents and legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether to apply for access.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with St. Paul School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents and/or teachers to see.

RULES OF APPROPRIATE USE

Violation of these rules may result in the loss of network privileges at St. Paul Catholic School, Highland, Illinois.

Privacy

Network storage areas will be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly.

Storage Capacity

Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal Copying

Students may not download or install any commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the network administrator. Students are also prohibited from copying other people's work or intruding into other person's files.

Inappropriate Materials or Language

No profane, abusive or impolite language shall be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send or access materials that you would not want your teachers and/or parents to see. Should any student encounter such material by accident, the student should report it to his/her teacher immediately.

Restatement of Rules

1. Students will not use a computer to harm other people or their work.
2. Students will not damage the computer or the network in any way.
3. Students will not interfere with the operation of the network by installing illegal software, shareware or freeware.
4. Students will not violate copyright laws.
5. Students will not view, send or display offensive messages or pictures.
6. Students will not share their password with another person.
7. Students will not waste limited resources, such as disk space or printing capacity.
8. Students will not trespass in another student's folders, work or files.
9. Students will notify an adult immediately if, by accident, they encounter materials that violate these Rules of Appropriate Use.

Students will be held accountable for their actions and may lose computer privileges for violations of these Rules of Appropriate Use. Parent signatures must be on file for a student to use the e-mail and internet at St. Paul Catholic School. Please sign and return the following sheet to your child's teacher.

APPENDIX E

Parent/Student signed agreements were provided to the school during the enrollment process online. This is a paper version that is provided for reference and does not need to be returned on the first day of school.

Parent and Student Agreement and Acknowledgement Form

Please refer to the Parent/Student Handbook to review our policies. The Handbook can be found on the St. Paul website at www.stpaulhighland.org.

Please return this form to school on the First Day of School.

HANDBOOK ACKNOWLEDGEMENT

I/We, the undersigned student(s) and parent(s), hereby acknowledge having read the St. Paul Catholic School Handbook. By signing this sheet, I/we hereby agree to adhere to and be bound by all provisions contained herein.

Student _____ Student _____

Parent _____ Date _____

This agreement must be completed by all grade levels before the use of an electronic device may take place.

PARENT PERMISSION FORM AND INTERNET USER AGREEMENT

Parent: As a parent or legal guardian of a student at St. Paul Catholic School, I have read Appendix D regarding the appropriate use of computers at the school, and I understand that this agreement will be kept on file at the school.

_____ My child may use e-mail and/or the Internet while at school in accordance with the rules enumerated in Appendix D in the Parent/Student Handbook.

_____ I do not wish my child to access the internet while at school.

Family Name _____ Parent Signature _____ Date _____

Student: As a user of the St. Paul Catholic School computer network, I agree to comply with the Policy and Rules stated in Appendix D of the Parent/Student Handbook and to use the network in a constructive manner.

Student _____ Student _____ Student _____

NOTE: The above agreement (along with the Chromebook Use Agreement) MUST be signed and returned before a Chromebook device will be assigned to a student.

PARENT PERMISSION FOR PUBLICATION OF STUDENT WORK/PICTURE

I understand that St. Paul Catholic School may wish to publish examples of student projects, photographs, videos, and other work both in print and on the Internet (i.e. School Website, Social Media).

_____ I give permission for my child's work, and/or photographs of my child, to be published on the Internet and/or in print publications. I understand that he/she will not be identified by both first and last name, unless permission has been granted by a parent.

_____ I **DO NOT** give permission for my child's work, and/or photographs of my child, to be published on the Internet and/or in print publications. *Please understand that if your child participates in team sports/activities, they may be pictured on the Internet for marketing purposes, however will not be identified by name unless permission is granted by a parent.*

_____ I give permission for my child to be included in video recorded classroom instruction used for virtual learning purposes.

_____ I **DO NOT** give permission for my child to be included in video recorded classroom instruction used for virtual learning purposes.

Family Name _____ Parent Signature _____

ST. PAUL CATHOLIC SCHOOL
SPORTS RULES CONTRACT/SPORTSMANSHIP PLEDGE

1. Players must have a doctor's physical and pay their activity fee before they may begin to practice or play in a game.
2. Players must follow certain grade and conduct requirements. Please see the handbook for specific grade and conduct requirements for student athletes, including the effect of detentions received by student athletes.
3. Each student athlete is responsible for returning his/her laundered uniform at the end of the sports season and will be held monetarily responsible if his/her uniform is lost or unreturned for any reason.
4. Players must attend practices during the season. Any player, except those reported absent from school, who does not attend practice must notify the coach and provide a reason for missing practice. A player missing practice without an excused absence will not be allowed to play in the next game. The coach in his/her sole discretion shall determine whether this provision will be strictly enforced. School sports should take priority over outside extracurricular activities.
5. When a bus is used for transportation, all players must ride the bus to and from the game, unless prior arrangements are made with the coach. The coach will accompany the players on the bus.
6. A player may ride home only with a designated adult with prior consent of parent and notification to the coach. The specified driver is required to sign the player list before leaving the activity/event with the player.
7. The bus will depart for away games at a scheduled time. The bus departure will not be delayed for any player. The parent of any player who misses the bus is responsible for transporting the player to and from the game. The coach in his/her sole discretion shall decide whether the late player is allowed to participate in the activity.
8. An effort will be made to allow each player to participate in the game, although playing time is left to the discretion of the coach. The school promotes the ideal that all students should have an opportunity to practice and play.
9. Players who fail to follow the coach's directives during practice will be asked to leave and may be benched at the coach's discretion. (Parents will be notified of any problem and consequences.)
10. Any comments or concerns by players and/or parents should be brought directly to the attention of the coach by scheduling an appointment with the coach no earlier than the day following the sporting activity in which the situation giving rise to the comment or concern arose. If the matter remains unresolved following the appointment with the coach, the parents and/or player should maintain a written statement of facts and request a meeting with the principal. The principal will read the information and shall schedule a

meeting with the parents, coach and principal to discuss the matter and reach a resolution.

11. At all home and away games, team members shall sit together during the games and remain seated until it is time to depart. No player shall run around or sit in any place other than with his/her team.
12. Any student athlete who is absent from school for more than three (3) consecutive hours on the day of a school-sponsored sporting activity shall be prohibited from participating in said activity.
13. Because safety of players is of primary importance, any player who has a severe injury, sprain or exhibits flu-like symptoms will not be allowed to play.
14. The coach in his/her sole discretion shall determine whether visitors may observe practice. Visitors observing a practice shall refrain from attempting to coach, unless requested to do so by the coach.
15. Coaches shall provide a weekly practice schedule to the players.
16. Coaches shall remain at school after practice or when returning from a game until all players are picked up.
17. Athletes shall be treated respectfully by coaches.
18. Coaches shall distribute uniforms to students at the beginning of the season and shall collect uniforms from students at the end of the season. Coaches shall retain uniforms in storage when not in use.
19. Coaches shall provide the school office with a list of players after the first practice and shall collect a signed Sports Rules Contract/Sportsmanship Pledge from each player.
20. Unsportsmanlike conduct by parents and/or players will not be tolerated. Consequences shall be determined by the coach in his/her sole discretion and may include loss of playing time.

**STUDENT PARTICIPATION IN A SPORT IS A PRIVILEGE, NOT A RIGHT.
ACADEMICS ABOVE ALL ELSE!!
ST. PAUL CATHOLIC SCHOOL SPORTSMANSHIP PLEDGE**

Participation in youth sports is exciting, physical and emotional. With that in mind, everyone must remember that our sports program is first and foremost FOR OUR STUDENTS!! Games and practices will be challenging learning experiences for students without worry of physical or verbal abuse. Questions and comments by parents are welcome outside of practice and games, in accordance with Paragraph 10 above.

NOTE: Parents may be assessed penalties by officials, which will adversely affect the team. Be a role model by always displaying good sportsmanship on and off the field.

PLEDGE

I will encourage my child to display good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice and/or other youth sporting event.

I will place the emotional and physical wellbeing of my child ahead of my personal desire to win.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will do my best to make youth sports fun for my child. I will ask and expect my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.

I will help my child enjoy his/her youth sports experience by doing whatever I can, such as by being a respectful fan, assisting coaches, providing transportation and helping at concession duties.

I will encourage my child not to quit and will focus on the goal that he/she return next season. I

will remember that this program is for children, not adults.

_____, 20____
Signature of Student

_____, 20____
Signature of Parent

_____, 20____
Signature of Coach

RELEASE / REQUEST FORM - STANDARD ACTIVITY

We request that our child _____ be allowed to go on the field trip to _____ with _____ (hereafter the "Organization") presently scheduled to depart on _____ and to return on _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. In consideration for making the arrangements for this trip, we hereby release and save harmless the Organization and all its employees from any and all liability arising to my child as a result of this trip.

Our child has been informed that he/she is to abide by the rules and regulations including the directions and instructions from the school's administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in the planning and information sessions and meeting all the prerequisites prior to his/her participation in the activity or program.

In the event that our child fails to abide by the rules and regulations imposed on the student while participating in the program or activities, disciplinary action may either require that he/she not participate in the program or activity, or that I will be contacted to have him/her picked up or transported home at my own expense.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

In the event of an emergency, we hereby grant permission to the adults supervising the program or activity, or any licensed hospital or physician, to authorize immediate emergency medical treatment for our child. Additionally, we give permission to transport our child for emergency medical treatment. We wish to be advised prior to any further treatment by the hospital or doctor.

Emergency Contact / Medical Information: (Please Print)

Father/Guardian: _____ Daytime Phone: () _____
Mother/Guardian: _____ Daytime Phone: () _____
Address: _____ Home Phone: () _____
Other Contact Person: _____ Phone: () _____
Medical Insurance Company: _____
Company Address: _____ Policy Number: _____
Medical Conditions/Allergies: _____
Family Doctor: _____ Phone: () _____

We hereby also give our consent for photographs of our child to be taken and released.

Signature of parent/guardian: _____ Date: _____
Signature of parent/guardian: _____ Date: _____

Stewardship Agreement Chromebook Agreement for Grades 4 through 8

**St. Paul Catholic School
Highland, IL**

Students will be given Google Chromebooks for use in school and at home. This document provides students and their parents with information about taking care of the Chromebook and being a good digital citizen. Students and parents are encouraged to review the *Policy for the Use of Computers, Internet, and Electronic Mail* for St. Paul Catholic School to understand the expectations of the school.

St. Paul Catholic School retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. At the end of the school year, students will turn in their Chromebooks. Failure to turn in your assigned Chromebook will result in the students being charged the full cost of the Chromebook.

St. Paul School administration and faculty retain the right to inspect the Chromebooks at any time, including by electronic remote access. Inappropriate use of the equipment may result in restricted or banned computer use or other disciplinary consequences.

Responsibility for the Chromebook

- It is the responsibility of the student to exercise proper care of his or her Chromebook. In the event of damage to the Chromebook, the cost to repair or replace the Chromebook shall be the responsibility of the student and parent.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. In grades 5 through 8, this will result in a punch in “not prepared”.
- If students leave their Chromebook at home, they are responsible for getting the course work finished as if they had their Chromebook present.
- Do not place your Chromebook in your locker or in your desk. It should be placed either on your desk or it should travel with you from class to class.
- Students must treat their device with care and never leave it in an unsecured location. Secured locations will be designated while students are at PE or other events at the gym.
- Students must keep their device in a protective case when traveling.
- Students must promptly report any problems with their Chromebook to the teacher(s).
- Students may not remove or tamper with St. Paul School identification tags.
- Students are required to use their assigned domain user ID and password to access their accounts. Students should keep their passwords confidential.

Using Your Chromebook

- Students are required to follow copyright laws concerning all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is against St. Paul School electronics use policy. If the student is unsure about content, a teacher should be consulted.
- Students are not permitted to take pictures or record video using the camera app without teacher permission.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence

of such media will result in disciplinary action.

- Sound must be muted at all times unless permission is obtained from a teacher.
- Personal music is not allowed on the Chromebook. Any music on the device should only be added at the request and discretion of the teacher.
- Internet Games are not allowed on the Chromebooks. If game apps are installed, it will be by the direction of the St. Paul Technology Department.

General Care

Chromebooks can be damaged if appropriate care is not given. The following are helpful hints to keep the Chromebook safe.

- Do not have any food or drinks near the Chromebook at any time.
- Charging should not take over two hours. Do not leave Chromebook plugged in overnight.
- Do not touch the screen with any object, including fingers.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees.
- Do not block airflow when device is on. While your Chromebook does not get overly hot like a traditional laptop might, it does need to breathe.
- Chromebooks and carrying cases must be free of any writing, drawing or stickers. Cases and Chromebooks have been labeled with a specific number assigned to each student.
- Damage, loss, or theft must be reported immediately to the St. Paul Technology Department.

Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
- Clean the screen with a soft, dry cloth or anti-static cloth.

Carrying Chromebooks

- Keep your Chromebook in the case provided when not in use.
- Carry your Chromebook by the handles of the provided case. This will help to avoid it sliding off your books and dropping.
- Transport Chromebook with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Do not carry your Chromebook while the screen is open.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

Managing and Saving Work

- The majority of student work will be stored in cloud-based applications, especially Google

Docs, and can be accessed from any computer with an internet connection and most mobile internet devices.

- Students also have the option to save work to a portable storage device.
- A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the internet.

Network Connectivity

St. Paul Catholic School makes no guarantee that the network will be up and running 100% of the time. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects.

Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. If parents/guardians are interested in providing content filtering at home, it is suggested that parents/guardians contact their internet provider for details and support.
- Siblings and other family members should not use the device for personal use.
- The following resources will assist in promoting positive conversation(s) between family members regarding digital citizenship as it relates to internet safety:

Netsmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <https://www.common Sense Media.org/blog/digital-citizenship>

Social Media Guidelines and Digital Citizenship

- Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. What is inappropriate in the classroom is in appropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. Be sure to review the entire website prior to linking to ensure that all information is appropriate and reputable.
- Do your own work. Do not plagiarize or use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's work. It is a good practice to hyperlink to your sources. Cite all use of websites, books, and media.
- If you find material that is inappropriate or disrespectful, tell the teacher promptly.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using a false name or identity.
- Show respect to others and their work. The use of electronic mediums will not be used to antagonize, bully, or harass people.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

St. Paul Catholic School Stewardship Agreement Chromebook Use for Grades 4 through 8

Student Name: _____

Grade/Homeroom: _____

We, the parents/guardians of _____, understand that St. Paul Catholic School will be issuing a Chromebook to our child for the _____ school year. We understand that should any damages, cosmetic or otherwise, occur to the device, we will be financially responsible for the repair through an ACH withdrawal from our bank account on file with St. Paul Catholic School. Should the costs for repair exceed the cost for replacements, a replacement will be made.

These costs can range as follows and are subject to changes in market prices:

Charger Replacement: \$25-\$35	Total Replacement w/ Set Up Fee: \$200-\$250
New Screen: \$105-\$110	Keys or trackpad replacement: \$75-\$80
Screen Bezel/Trim: \$25-\$30	Broken hinges/screen cover: \$65-\$70
Carrying Case replacement: \$25-\$35	

Parent Signature: _____

Date: _____

I, a student at St. Paul Catholic School, understand that I am responsible for the proper care of school property and must be a good steward of the gifts that I am given. This includes making sure that my Chromebook is on a solid surface at all times, carrying the Chromebook in its case when not in use, and ensuring that it is not placed on a floor, in a backpack, or on the edge of any surface at any time. If any damages occur, I should inform my teacher immediately, so that a repair may be made. Chromebooks will be inventoried throughout the year and again at the end of the school year.

I agree to accept and follow the guidelines set by St. Paul Catholic School in the Stewardship Agreement for Chromebook Use.

Student Signature: _____ Date: _____

Stewardship Agreement Chromebook Agreement for Grades 1, 2, and 3

**St. Paul Catholic School
Highland, IL**

Students will be given Google Chromebooks for use in school. This document provides students and their parents with information about taking care of the Chromebook and being a good digital citizen. Students and parents are encouraged to review the *Policy for the Use of Computers, Internet, and Electronic Mail* for St. Paul Catholic School to understand the expectations of the school.

The Google Chromebooks are to be used only for educational purposes. St. Paul School administration and faculty retain the right to inspect the Chromebooks at any time, including by electronic remote access. Inappropriate use of the equipment may result in restricted or banned computer use or other disciplinary consequences.

Copyright and File Sharing

Students are required to follow copyright laws concerning all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is against St. Paul School electronics use policy. If the student is unsure about content, a teacher should be consulted.

Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

Managing and Saving Work

- All work within Google Drive will automatically be saved to the assigned Google account for each student
- Students also have the option to save work to a portable storage device.

Network Connectivity

St. Paul Catholic School makes no guarantee that the network will be up and running 100% of the time. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects.

Social Media Guidelines and Digital Citizenship

- Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. What is inappropriate in the classroom is in appropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.

- Linking to other websites to support your thoughts and ideas is recommended. Be sure to review the entire website prior to linking to ensure that all information is appropriate and reputable.
- Do your own work. Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's work. It is a good practice to hyperlink to your sources. Cite all use of websites, books, and media.
- If you find material that is inappropriate or disrespectful, tell the teacher promptly.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using a false name or identity.
- Show respect to others and their work. The use of electronic mediums will not be used to antagonize, bully, or harass people.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

St. Paul Catholic School Stewardship Agreement Chromebook Use for Grades 1, 2, and 3

Student Name: _____

Grade/Homeroom: _____

We, the parents/guardians of _____, understand that our child will be using a Chromebook for academic purposes during the school day. We understand that should any intentional and/or negligent damages, cosmetic or otherwise, occur to the device, we will be financially responsible for the repair through an ACH withdrawal from our bank account on file with St. Paul Catholic School.

These costs can range as follows and are subject to changes in market prices:

Charger Replacement: \$25-\$35

Total Replacement w/ Set Up Fee: \$200-\$250

New Screen: \$105-\$110

Keys or trackpad replacement: \$75-\$80

Screen Bezel/Trim: \$25-\$30

Broken hinges/screen cover: \$65-\$70

Parent Signature: _____

Date: _____

I, a student at St. Paul Catholic School, understand that I am responsible for the proper care of school property and must be a good steward of the gifts that I am given. This includes making sure that my Chromebook is on a solid surface at all times and ensuring that it is not placed on a floor, in a backpack, or on the edge of any surface at any time. If any damages occur, I should inform my teacher immediately, so that a repair may be made. Chromebooks will be inventoried throughout the year and again at the end of the school year.

I agree to accept and follow the guidelines set by St. Paul Catholic School in the Stewardship Agreement for Chromebook Use.

Student Signature: _____ Date: _____

Viking Kid Care Program Before and After School

(Please note that in addition to the guidelines that follow, all policies in the parent/student handbook will apply.)

General Information

- Viking Kid Care is provided Monday- Friday when school is in session. The Before Care AM program begins at 6:30 am and ends at 7:45 am when students are dismissed to the teacher on morning duty. The After Care PM program begins when school is dismissed (including early dismissal days) until no later than 6:00 p.m. Basically, the programs are in session on ANY day that school is in session regardless of dismissal times. Should a closure be necessary, advanced notice will be provided to allow parents time to plan accordingly.
- Viking Kid Care is provided for students in Preschool through 8th grade. Three and Four year old half day students may attend the Before Care program only. Junior Kindergarten students may attend the Before and After Care programs.
- If your child arrives to school before 7:45 a.m., they will be sent to the Before Care program automatically, and you will be charged accordingly. However, when early arrivals are due to bus schedules, access will be free of charge.
- You do not have to access the morning session to be able to attend the afternoon, and vice versa. Before and After Care are considered two separate programs. However, your child can attend both.
- You may utilize either program on an "as needed" basis if space allows.
- Students may not leave the program for sporting events or other events without parental consent and someone to pick them up. They will not, under any circumstance, be sent to the gym or elsewhere out of the building alone. Also, students are not allowed to leave the Viking Kid Care area without permission from the Director.

Registration

Parents must complete the registration packet and all necessary forms.

Termination

The following list gives reasons why care would no longer be provided for a particular student:

- Failure of the parent to pay their bill.
- Failure to complete required forms.
- Lack of cooperation by either the student or the parent.
- Inability to meet the student's needs without an additional assistant.
- Failure in picking up the student at required time.

Fees

- There will be a flat fee of \$7.00 per student per day for the After Care PM program and \$5.00 per student per day for the Before Care AM program.
- There will be a flat fee of \$15.00 per student on 11:35 a.m. dismissal days for the After Care PM program.
- Under NO circumstance will we bill on an hourly basis. The fees are the same for any length of time during our operating hours.

- Fees will be billed on a monthly basis on your tuition statement.
- Viking Kid Care ends at 6:00 p.m. Please have your child picked up by that time.

Discipline

- The students will be expected to clean up after themselves and pick up any toys, books, etc. at the end of the day.
- We will follow the same discipline policy as enforced in school during the day. If a student receives more than one detention from the Viking Kid Care staff, in any given week, they will not be able to continue in the program.

Health and Safety

- Students who are ill or have a temperature of 100 degrees or above will not be able to access the program. Please make sure you have an emergency contact person listed to pick up your child if necessary.
- A student who is not in school cannot access the program.
- Periodically, we will perform tornado and fire drills to prepare the students in the event of an emergency.
- In the event of an emergency with any student, they will be taken to the emergency room and the Assistant or Director will remain with that student until the parent arrives. The other adult will remain to supervise the students at the school.
- Your child's safety is of utmost importance to us. If a situation warrants, you will be notified immediately.
- The doors to the school will be locked at all times. You will pick up your child in the classroom. We will have a telephone in the classroom and a doorbell for security.
- For safety purposes, please let the Director know if your child will not be attending Viking Kid Care on a regular scheduled day. You may contact the Director via email.

Snack

- On 11:35 dismissal days, you must send a sack lunch with your child. When choosing the lunch, please keep in mind that we are not eating in the cafeteria on those days.
- Approved snacks will be provided according to the "Safe Snack List". Please do not send drinks. We will have water and other drinks at the discretion of the Director and Assistant in charge.
- The students will be required to clean up after themselves and encouraged to help with tasks in the rooms such as wiping tables, putting away cups, etc.

Daily Activities

- Viking Kid Care is a relatively structured program; however, we want it to mimic a home environment as much as possible. The students K-8 will be encouraged to complete any homework in the Viking Kid Care room before doing any other activities. Limited homework help will be available.
- Preschool students and those without homework will begin in the classroom and then may/may not go outside with the Director/ Assistant to the fenced-in playground behind the school.
- Students may remain in the classroom if they so choose and supervision of the room will be provided by the Director or Assistant.
- Possible activities will include experiences that:
 - Encourage use and development of language in the younger students and those that stimulate the mind of the older students.
 - Develop large and small muscle skills. On days where weather permits, the

- students will be taken outdoors.
- Develop a positive self-image.
- Provide active and quiet activities.
- Provide group and individual activities.
- If your child wants to rest, they will be allowed to do so.
- A "quiet time" may be necessary on days when the group is uncommonly rambunctious or creating difficulty for those doing homework.

Drop off and Pick up

- **The program is being held in the school's Southwest wing next to the outside exit by the back parking lot. This will allow for easy drop-off and pick-up for you and your child, as well as easy access to the back playground.**
- **Please bring your child in/pick them up via the back door. *Please do not come to the front door and ring the doorbell, because no one will be available to answer the front door bell.***
- **You must sign your child in (for Before Care AM students)/out (for After Care PM students) for security/insurance purposes.**

Thank you for your cooperation in making this program a success!

Mrs. Lori Lucia
Viking Kid Care Director
654-7525 Ext 309 (after 4:00 pm)

I have read and agree to all rules and responsibilities (as written in the Viking Kid Care rules and responsibilities document) regarding Viking Kid Care for the current school year and have completed the VKC agreement.

Signature of Parent/Guardian: _____

Date: _____

St. Paul Catholic School Food Allergy Management Policy

Guidelines for Teachers, Staff, and Parents

St. Paul Catholic School recognizes that school attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. While it is not possible for a school to completely eliminate the risks of exposure to allergens, a Food Allergy Management Policy using a cooperative effort among students' families, staff members, and students helps the school reduce these risks and provide accommodations and proper treatment for allergic reactions.

The following guidelines aim to minimize the risk of exposure to food allergens at school. The Illinois State Board of Education and Illinois Department of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools* is available http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf. A hard copy is also available in the school office.

Communication Expectations

Communication of information between the parents, student, teachers, and school staff is essential.

- Parents of students with food allergies will submit a Food Allergy and Anaphylaxis Emergency Care Plan (also known as Food Allergy Action Plan) at the beginning of the school year, or as needed when an allergy is identified.
- The parents will review the plan with the student's homeroom and classroom teachers. Instructors of other classes, cafeteria servers, administration, and office staff will also be informed of the student's allergies. Administration and classroom teachers will provide a mechanism to inform substitutes about student allergies.
- The parents will review with the teacher how to administer the student's emergency medication.
- The teacher and parents of the allergic student should discuss how food is managed in the classroom.
- The teacher will notify all parents of the class that there are food allergies in the class, distribute a suggested safe snack list, and send a reminder prior to classroom celebrations.
- For special events, such as Grandparents' Day, where food will be served throughout the school, administration will notify parents of students with food allergies in advance so that safe options can be discussed.
- If a student with food allergies rides the school bus, the parents and student are responsible for coordinating with the bus company and driver for appropriate management on the bus.
- Education and training of all school staff about food allergies will be done annually at the start of the school year.

Management Policy

Prior to serving food to a student with food allergies, teachers will read food labels to verify it does not contain the ingredient to which the student is allergic and check for advisory

warnings. When developmentally appropriate, the student may verify food labels also.

Unlabeled or unpackaged foods should never be given to a student with an identified food allergy.

The classroom(s), and common areas such as art room, music room, etc., where the students are educated will be safe for the students with food allergies. All food served in the student's classroom(s) will be free of the student's allergen. For example, if a student is allergic to peanuts, their classroom will be a peanut-free room.

For a classroom to be free of the student's allergen, it means that:

- Home-baked food will no longer be served or consumed in that classroom.
- Please note that if home-baked food is sent to school for that classroom, it will not be distributed or consumed during the school day. If it is individually packaged, it will be held in the office and sent home with students that do not have food allergies at the end of the day.
- Commercially prepared food items brought in for classroom parties, birthday treats, classsnack time, etc. must be individually pre-packaged, *an ingredient list must be provided along with each food item.*
- Commercially prepared foods containing the student's allergens will not be served or consumed in that classroom.
- Commercially prepared foods with advisory warnings about the student's allergens (such as may contain, manufactured on shared equipment, etc.) will not be served or consumed in the classroom.
- Teacher-led instructional programs must be developed with sensitivity to specific classroom allergies.
- Food containers that originally contained the student's allergens (or had advisory warnings) will not be reused for projects.
- PSR classes (or other after school activities) that utilize the St Paul classrooms will abide by this policy also.

With this food allergy policy, St. Paul Catholic School is placing restrictions on food consumed in the classroom(s) of students with food allergies and common areas, but the cafeteria is not restricted. We will continue to allow consumption of any and all foods at lunchtime in the cafeteria. Students are not permitted to trade or exchange food items.

Bake sales are permitted and will remain unrestricted. To maintain the safety of our classrooms, bake sales will be held at the end of the school day (instead of the start of the day) so that home-baked food is not consumed in the classrooms.

Preparation and Response to Allergic Reactions

The student's emergency medication, epinephrine auto-injector (EpiPen), antihistamine, asthma inhaler, etc. and a copy of the Food Allergy & Anaphylaxis Emergency Care Plan will be kept in the student's classroom when the student is in the classroom, in a secure but unlocked location.

The medication and plan will travel with the student on campus, in the possession of the supervising teacher on duty.

When developmentally appropriate, and approved by the parent, the student may self-carry their

own medications and plan.

For off-campus activities, such as field trips, it is recommended that a parent of the allergic student (or their designee) attend as a chaperone and carry the student's emergency medication and plan. If this is not possible, the student's teacher will carry the medication and plan.

When allergic symptoms are suspected in a student, the teacher or staff member supervising the student shall promptly activate the Food Allergy & Anaphylaxis Emergency Care Plan with the appropriate medical emergency response. School administration and parents will be contacted as soon as possible after the use of emergency medication.

**St. Paul Catholic School
Allergy History Form**

Dear Parent/Guardian of:

Date:

According to your child's health records, he/she has an allergy to:

Please provide us with more information about your child's health needs by responding to the following questions and returning this form to the school office.

- 1) When and how did you first become aware of the allergy?
- 2) When was the last time your child had a reaction?
- 3) Please describe the signs and symptoms of the reaction.
- 4) What medical treatment was provided and by whom?
- 5) If medication is required while your child is at school, the attached Emergency Care Plan form must be completed by a licensed medical provider and parent/guardian.
- 6) Please describe the steps you would like us to take if your child is exposed to this allergen while at school.

Parent or Guardian: _____ Date: _____

Print Name: _____

**St. Paul Catholic School
Drop-Off and Pick-Up Procedures
2021 – 2022 School Year**

Student Drop-Off (See map)

Pre-3 Students: 7:45 a.m. Arrival / Class begins at 8:00 a.m.

Heading South on Olive Street, please park in the West Church parking area as designated on the map. Please walk your student to the Pre-3 classroom door on Main Street to have your child received by the Pre-3 teacher. All Pre-3 students must be walked to the classroom door by an adult.

JK/Pre-4 Students: 7:45 a.m. Arrival / Class begins at 8:00 a.m.

Parents may enter the back parking lot off Broadway or Lemon Street (see map) only. **Do not enter from Olive Street—this is an exit only.** Please park your vehicle next to the white fence and walk your child to the back door to be received by their teacher. If you have an older child(ren), you may release them together to go to their classrooms.

K-8th Grade: 7:45 a.m. Arrival / Students will go directly to classroom / Class beginning at 8:15 a.m.

Students may be dropped off on Main Street in front of the school building using both entrances. ***Please have your child(ren) exit from the passenger side of the vehicle in a safe and timely manner.*** Vehicles may enter on Olive Street or East on Main Street. **Do not enter from Lemon Street—this is an Exit only.** **Stay in a single file line to drop-off your child.** Parking will be available to walk or drop-off your student to the school entrances on the lots to the West side of Church and by available street parking (see map).

Viking Kid Care: Opens at 6:30 a.m.

Parents may enter the back parking lot off Broadway or Lemon Street (see map) only. **Do not enter from Olive Street—this is an exit only.** Please park your vehicle next to the white fence and walk your child to the back door. Please ring the doorbell to be received by the VKC director or assistant to sign-in/out.

Student Pick-Up (See map)

Pre-3 Students: Dismiss at 3 p.m. / Half-Day at 11 a.m.

Full-day students will follow same procedures as stated above.

Half-day students must be picked up at the JK/VKC entrance (behind school building).

JK/Pre-4 Students: Dismiss at 3:00 p.m. / Half-Day at 11:00 a.m.

Full-day students please follow same procedures as state above.

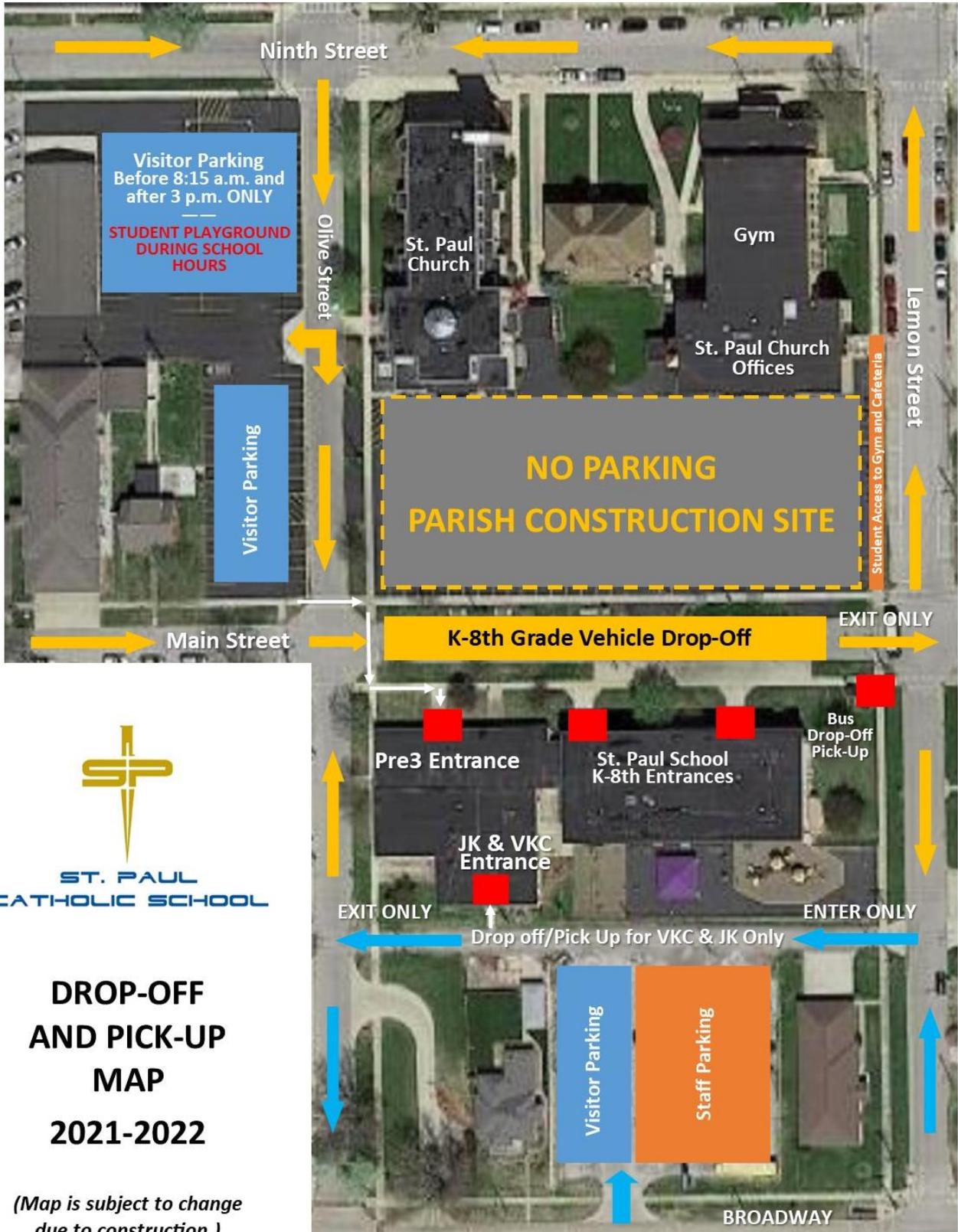
Half-Day students will dismiss at 11 a.m. and must be picked up at the JK/VKC entrance (behind school building).

K-8th Grade: K-3rd Gr. Dismiss at 3:10 p.m. / 4th - 8th Gr. Dismiss at 3:15 p.m. / Bus students will dismiss at 3:05 p.m.

Main Street will be blocked off at this time, so please use the parking areas indicated on the map. Children will be released with their classes at the front of the building with their teacher. A teacher must see a parent or designated pick-up person outside of their vehicle before being released.

Viking Kid Care: Pick-up ends at 6:00 p.m.

Parents must enter through the alley behind the building to pick-up their child at the JK/VKC entrance. Do not enter from Olive Street—this is an exit only. Please ring the doorbell to receive your child from a VKC staff member to sign-out.





St. Paul Catholic School
Parent-Student Handbook
2021 Revision

Pastoral Ratification

Approved by: *Fr. Paul H. Jankel*

Pastor, St. Paul Church, Highland, IL

Date: August 1, 2021

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