



SAINT PAUL
DIOCESAN JR/SR HIGH SCHOOL

**Student & Family
Handbook
2020-2021**

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I. MISSION STATEMENT & GOVERNANCE

MISSION STATEMENT

Saint Paul Diocesan Junior/Senior High School is a co-educational, multicultural, faith-filled Catholic Community rooted in God's love and the Joy of the Gospel. Together, we form our minds, hearts, and souls in pursuit of excellence by seeking to develop the whole person. Conscious of Jesus' message that lasting happiness is found in love of God and neighbor, we strive to grow intellectually, spiritually, and morally in light of the great Catholic intellectual tradition. With God's grace, we endeavor to strengthen our relationship with God, and to use our knowledge and unique gifts in service to others.

SCRIPTURAL FOUNDATION

Romans 12:2: Be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect.

PILLARS

The values that form the foundation of our community

CHARACTER

- We embrace the call to respect the inherent dignity of all as individuals created in God's image and likeness.
- We embrace the call to be compassionate to all our brothers and sisters.
- We embrace the call to be honest and trustworthy, following our well-formed conscience in all that we are.
- We embrace the call to show unquestioned integrity in the way in which we live our lives.

FAITH AND REASON

- We dedicate ourselves to cultivating an active and vibrant faith life that is Christ-centered and grounded in Gospel values.
- We dedicate ourselves to fostering the search for the Truth across all subject areas so that we come to an understanding of who we are and who we are called to be in relation to God, self, and others.
- We dedicate ourselves to fostering a dialogue that brings faith to bear on contemporary cultural and social issues

EXCELLENCE

- We strive for excellence in the witness of our faith following the moral teachings of the Church and our call to holiness.
- We strive for academic excellence through a holistic and challenging curriculum.
- We strive for athletic excellence through perseverance, discipline, commitment, and team building.
- We strive for artistic excellence through the development of our gifts and talents.

COMMUNITY

- We foster a faith-filled community that flows from the Catholic faith, is Christ-centered, and grounded in Gospel values as we grow closer to God together.
- We foster a community that appreciates the beauty of God’s creation and our responsibility as stewards of that creation.
- We foster a community that embraces the diversity of its members and promotes unity, reconciliation, and justice.
- We foster a community that encourages students to discover their God-given gifts in service of others as they work toward the building of a just and peaceful world.

EMBRACING OUR CATHOLIC IDENTITY

As a Catholic institution, Saint Paul Diocesan Junior/Senior High School ensures the faithful transmission of the teachings of the Church and an appreciation of the role of faith and reason in the search for the Truth across all subject areas so that students come to an understanding of who they are in relation to God, self, and others.

Providing a holistic education that is grounded in the rich Catholic intellectual tradition, which has fostered a dialogue between faith and culture (reason) for over two millennia, Saint Paul Diocesan Junior/Senior High School introduces students to the deepest questions of the human heart as they discover how they will lead a meaningful and purposeful life.

Seeking to form young men and women who will be active participants in the life of the Church and society as a whole, students receive a rigorous and challenging academic experience that will form their minds, hearts, and souls.

Graduates of Saint Paul will be intellectually prepared to pursue higher education studies, ethically formed to live morally responsible lives, and spiritually motivated to live out their faith as they use their knowledge to improve the world in service to others.

The school’s administrators, faculty, and staff are dedicated to promoting and deepening the Catholic identity and mission of the school, and sharing in the teaching ministry of the Diocesan Bishop. In this way they participate in the new evangelization through their teaching and the example of their lives.

Saint Paul fosters a Catholic community of learners who appreciate the inherent dignity of all persons, understanding that all humanity is created in the image and likeness of God. The unique gifts and talents of each student are valued, cultivated, and will contribute to the richness of Saint Paul.

A. Governance

We are a Diocesan school governed by the Catholic Schools Office led by Dr. David Perda, under the auspices of the Roman Catholic Bishop of Worcester, Most Rev. Robert McManus.

The Associate Superintendent is the head of school at Saint Paul and is the Chief Executive Officer for our community. He is responsible for the instructional, operational, budgetary, and enrollment goals.

The Principal is the chief academic officer and evaluates the faculty and staff, supports academic programming, and monitors the curriculum of the school. The Assistant Principal for Ministry is responsible for the Catholic identity of the School and the faith formation of students, faculty, staff, and parents. The Assistant Principal for Student Life is responsible for extracurricular activities, first year experience, and conduct. Both Assistant Principals assist the Principal and Head of School with the day-to-day operations of the school.

B. Accreditation

Saint Paul is accredited by the Commonwealth of Massachusetts and the New England Association of Schools and Colleges, Inc., through 2022. The NEASC is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

NEASC Accreditation is a system of accountability that is ongoing, voluntary, and comprehensive in scope. It respects differences in institutional populations, missions, and cultures, and fosters institutional change grounded in the judgment of practicing educators. It is based on standards which are developed and regularly reviewed by the members and which define the characteristics of good schools and colleges.

Accreditation of an institution by NEASC indicates that it meets or exceeds NEASC Standards and criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

3 Burlington Woods Drive, Ste 100,
Burlington, MA 01803-4514

C. Non-discrimination Policy

Saint Paul Diocesan Junior-Senior High School admits students of any race, color, religion, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies or athletic and other school administered programs.

D. Rights of the Administration

The Administration reserves the right to evaluate the effort, academic record, attendance, behavior record, honor and integrity of any student displaying problems in any of these areas as set forth in this Handbook. Depending upon the outcome of this evaluation, a student may be asked to leave Saint Paul

during the current year or the following year. Continued enrollment at Saint Paul is not automatically given. It must be earned by both the parent/guardians and the student honoring and respecting the tenets of this Handbook daily.

As it is impossible for any set of rules to make specific reference to all offenses, the Administration reserves the right to interpret these rules and extend their application in a manner consistent with their intent. The Administration has the legal duty to protect the safety of the faculty, students, and staff. Therefore, the Administration reserves the right to act which may be necessary to accomplish these ends.

In addition, the Administration reserves the right to revise this Handbook throughout the year should situations warrant its revision. Students and parents will be notified of such changes through email and other appropriate means. As such, families are encouraged to make sure Saint Paul has current, accurate contact information so that notification about changes and other important school information can be communicated. Changes made to the handbook will be updated in the electronic copy of this document which is linked to our website at www.saintpaulknights.org

II. PARENTS/GUARDIANS

"Here is where Catholic and other schools based on a religious foundation have an advantage. The community and its central institution, the church, provide the social capital which can give the school staff and the family the support necessary to discourage youth in their care from merely taking the easiest path in high school."

James S. Coleman's article, "Social Capital and the Development of Youth" in Momentum

We welcome you as members of our community. Your child's education does not begin and end within our building. When parents and staff work together as a team, the child's chances for success and level of confidence improve greatly. Enrollment of your child at Saint Paul Diocesan Junior-Senior High School invites a partnership between the school and the parent. In the spirit of open communication, we would like to share the following:

- Communicate with Saint Paul when you have questions or concerns.
- Support the decisions of the school community.
- When your child is going to be absent, call the school at 508.753.6371 between 7:00 a.m. and 9:00 a.m. to notify us of his/her absence.
- Conduct yourself with dignity and decorum at all athletic, social, and academic events sponsored by Saint Paul.
- Discuss disputes in a polite and calm manner, at the appropriate time, with the appropriate person.
- Volunteer for fund-raisers and other school activities that benefit your school.
- Your caring presence speaks volumes to your children, of how highly you value his/her school and learning.

- Pay your tuition on time. These funds are the lifeblood of our budget and are needed to pay our operating expenses, such as teacher salaries, building maintenance, educational supplies, etc. Your cooperation in this area is both expected and appreciated. www.worcesterdiocese.org
- In the case of inclement weather, please DO NOT CALL THE SCHOOL. Listen to the radio (AM-WTAG, FM-WSRS) or TV stations Channel 4 (CBS Boston, WBZ), Channel 5 (WCVB), or Channel 7 (WHDH) for announcements affecting the Worcester Public Schools (calling the school compromises safety as phone lines are needlessly tied up).
- Provide us with the necessary and up-to-date contact information (Home, business, and mobile phone numbers, mailing addresses, and email addresses) so that we can reach you in case of emergencies, to share information, such as newsletters, announcements, progress reports, and report cards. This is of vital importance.
- Follow our community by visiting www.saintpaulknights.org and be knowledgeable of important community events. It is especially helpful to visit our calendar page. You can also find links to our social media sites on the home page, including Facebook, Twitter, Instagram, and LinkedIn.

Following these guidelines will help you better perform in your role as a parent, while you guide your child during his/her education.

A. Parent/Student Email Guidelines

The best way for parents or students to communicate with teachers is through e-mail. The e-mail address of a teacher is the first initial, followed by their last name, followed by @saintpaulknights.org. (Example: John Pace is jpace@saintpaulknights.org). You may also use the Faculty Directory on our website. Parents should expect a response within 48 hours to an e-mail received by a teacher during calendar dates in which school is in session. If you do not receive a response within 48 hours, please contact the Principal. Students are assigned a school email with a saintpaulknights.org address. Parents should familiarize themselves with their student's email account. If you have any questions about access to the email system, please contact Jennifer Maurello, Registrar at jmaurello@saintpaulknights.org.

We have instructed our Faculty to use the school's Family Portal account and email for general information such as class activities, curriculum, assignments, tests, deadlines, special events, or follow-up to an issue that has been previously discussed. Our Faculty will not discuss other students, or other staff members in their emails. Issues of a confidential nature should be directed to the student's School Counselor or to Administration.

B. Parental Concerns

If you should have a concern with one of your child's classes, the teacher of that class should be contacted first. Very often, both teacher and parent are enlightened from such communication, and can work together in the best interests of the student. If an issue requires a meeting with a teacher, contact your child's School Counselor to seek assistance in scheduling an appointment.

If an initial parent-teacher meeting does not resolve your concerns the Administration will be happy to facilitate additional meetings. Academic issues should be directed to the Principal and student conduct issues should be directed to the Assistant Principal for Student Life.

C. Student Record Release

Saint Paul school policy requires strict confidentiality regarding all student records in compliance with federal and state law, as it applies to Catholic schools (FERPA, 603 CMR 23.00 & 603 CMR 49). As such, school policy permits the sending of official records of students from institution to institution. Students requesting transcripts should sign a record release form and leave it with the School Counselor. For more information, please seek your student’s School Counselor or submit a written request through our Registrar Jennifer Maurello at jmaurello@saintpaulknights.org.

Also, non-custodial parents will be given access to academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating the non-custodial parent is denied access to such information. Parents in possession of such court orders must file them with Guidance on an annual basis. We cannot honor any verbal requests to release or restrict access to family members (FERPA, M.G.L. Ch.71, §34 H; 603 CMR 23.07).

III. ACADEMICS

The following statement of policy is designed to provide information concerning the academic procedures at Saint Paul Diocesan Jr/Sr High School. Teachers, administration, and staff strive to create learning environments that engage students to achieve their fullest potential. To that end, courses are constructed to provide a consistent curricular experience for students.

High School Graduation Requirements:

A Saint Paul student must accumulate a minimum of (24) total course credits in order to graduate and receive a diploma. All Saint Paul students must be enrolled in (6) academic classes per semester. Beginning with the Class of 2023, the minimum of (24) total course credits must be earned in the following disciplines (please note that one credit is equal to a full year course, a (0.5) credit is equal to a half-year/semester course).

- (4) credits Theology
- (4) credits English
- (4) credits Mathematics
- (3) credits Science (Biology and Chemistry are required)
- (3) credits Social Studies (U.S. History is required)
- (2) credits World Languages (two high school credits in the same language)
- (0.5) credit Computer Science / Technology
- (0.5) credit Fine Arts
- (0.5) credit Interdisciplinary Studies
- (2.5) credits Electives

For members of the Saint Paul Class of 2021 and 2022 formerly of Holy Name or Saint Peter-Marian, the school will utilize a graduation credit assessment process that (a) recognizes the earned credits of students, (b) maintains the matriculation pathways of former Holy Name or Saint-Peter Marian students

(as scheduling and course offerings permit), and (c) provides for a student to carry (6) academic courses per semester.

Academic Course Levels:

Saint Paul utilizes the following academic course levels. A variety of factors contribute to level placement including standardized testing performance, academic achievement, teacher recommendation, department chair recommendation, and completed coursework.

Advanced Placement (AP)

AP courses are highly rigorous classes designed for academically outstanding college-bound students who have demonstrated exceptional academic achievement through a combination of ability and motivation. AP courses cover a collegiate-level depth and breadth of curricular material, with the expectation for student readiness to engage independent learning at the level of an undergraduate. Please refer to the section below on Advanced Placement (AP) for more details.

Honors (H)

Honors courses are rigorous classes designed for college-bound students who have demonstrated exceptional academic achievement through a combination of ability and motivation. Honors courses cover a greater depth and breadth of curricular material than our Accelerated College Prep classes, with the expectation for increased independent learning on the part of the student.

Accelerated College Preparatory (ACP)

Accelerated College Preparatory courses are classes designed for college-bound students who have demonstrated commendable levels of academic achievement through a combination of ability and motivation. ACP courses cover a greater depth and breadth of curricular material than our College Preparatory classes, with the expectation for independent learning on the part of the student.

College Preparatory (CP)

College Preparatory courses are classes designed for college-bound students who have demonstrated proficient levels of academic achievement. CP courses cover a depth and breadth of curricular materials according to grade appropriate state and national standards. Mastery of subject-specific content and skills is facilitated through the acquisition and development of primary learning domains.

Interdisciplinary Studies (IS):

In an effort to better serve students through expanded curricular offerings and to provide students a greater opportunity to experience the teaching expertise of the Saint Paul faculty, (IS) courses are designed to provide a venue for student enrichment through unique and academically rigorous coursework in the arts and sciences. These heterogeneously grouped classes are based upon college exploratory curricula, offered as concentrated semester offerings, and intended to build upon or bridge beginner and intermediate levels of interdisciplinary studies. An (IS) course may not double in fulfilling both a departmental graduation requirement and the (IS) graduation requirement.

Interdisciplinary Studies courses include:

- Concepts in Leadership (Theology)
- The Power to Change: Social Movements and their Inspiration (Social Studies)
- Human Rights & The History of Genocide in the Modern World (Social Studies)
- Playwriting (Fine Arts)
- Music History: From Bach to the Big Bands (Fine Arts)
- Visual Studio: Concepts in Game Programming & Design (Computer Science)
- Business Office Applications (Computer Science)
- Robotics I – NXT (Computer Science)

Virtual High School:

Saint Paul has partnered with VHS Learning, a nonprofit educational provider that organizes world-class online learning programs. Since 2004, VHS courses have included core subject classes, elective offerings, and Advanced Placement courses. Saint Paul students can utilize VHS to expand upon the course offerings available within our school building to elect courses that we are not currently offering.

VHS classes consists of students from around the world, giving students the opportunity to work with a diverse group of peers. Class assignments include group projects, interactive lessons, and group discussions, giving every student a chance to participate and be heard in class. VHS classes have weekly due dates for assignments. Students can access their coursework anywhere they have internet access. For Saint Paul students, VHS classes are incorporated into the academic schedule.

Due to the limited amount of seats available, there is an application and approval process for Saint Paul students seeking VHS registration. Also, additional fees for VHS classes may apply. Please contact the School Counseling Office for more registration details.

To learn more about a week in the life of a VHS Learning student:

<https://vhslearning.org/students#week>

To review the entire course catalog of more than 200 VHS courses: <https://vhslearning.org/catalog>

College Board Advanced Placement Courses:

Advanced Placement courses and curricular standards are created and certified by the College Board in consultations with college-level educators in that field of study. AP courses allow academically prepared students to complete college-level studies during their high school years. High school courses designated as AP must be audited and approved by the College Board. The Saint Paul CEEB code is 220059.

AP courses are highly rigorous classes designed for academically outstanding college-bound students who have demonstrated exceptional academic achievement through a combination of ability and motivation. AP courses cover a collegiate-level depth and breadth of curricular material, with the expectation for student readiness to engage independent learning at the level of an undergraduate. AP courses demand a significant investment of additional hours of independent study, including the completion of pre-course summer assignments. Due to the intensity of AP work, Saint Paul students are advised to enroll in no more than three AP classes per academic year.

An Advanced Placement class culminates in a national exam administered by the College Board. All Saint Paul students registered for an AP course must take the AP administered national exam in fulfilling the course requirements. Scores on the exam may qualify students for college credit or advanced standing as determined by the colleges. There is an additional fee for each AP exam, which is paid by the student's family. Also, additional fees for AP classes may apply.

Given the highly selective nature of AP courses, there is an application and approval process for Saint Paul students seeking AP course registration. All Saint Paul AP courses are subject to scheduling availability and student enrollment. Please contact the School Counseling Office for registration details. More information on the content and expectations for any AP courses can be found online at the College Board Website:

<https://apstudent.collegeboard.org/apcourse>

Saint Paul AP course offerings include:

- AP English Language & Composition
- AP English Literature & Composition
- AP Calculus
- AP US History
- AP US Government & Politics
- AP Psychology
- AP European History
- AP Biology
- AP Chemistry
- AP Physics C – Mechanics
- AP Spanish Language & Culture
- AP Studio Art
- AP Music Theory

- AP Computer Science

As with all Saint Paul course offerings, including AP, course availability is dependent upon several factors such as total student enrollment, course registrations, student interest, staffing needs, academic prerequisites, and master scheduling.

Services for Students with Learning Differences:

In keeping with the school's mission, Saint Paul Diocesan Jr/Sr High School attempts to make reasonable accommodations for the differentiated learning needs of our students, as appropriate, and within the context of a mainstream learning environment. Saint Paul does not provide specialized education teachers or in-class paraprofessionals for students with learning differences or disabilities.

A student who enrolls at Saint Paul and seeks reasonable accommodations must submit appropriate documentation to the School Counseling Office. Please refer to the School Counseling Office for documentation guidelines. Once appropriate documentation is submitted, a student success plan will be developed for the current academic year and shared with the student's teachers and parent(s) / guardian(s), provided that Saint Paul administration believes that the school can appropriately meet the educational needs of the student. The student's school counselor will meet with the student to strategize on utilizing effective learning supports in maximizing academic achievement. Students and families wishing to renew any student success plan for the following year must notify School Counseling regarding continued accommodations.

Scheduling and Course Selection:

For rising sophomores, juniors and seniors the scheduling process begins in February with the distribution of scheduling materials and guidelines through the Student Information System (SIS) and as facilitated by school counseling. A student's individual schedule is created after consideration of said student's past academic performance, teacher recommendations, counseling office recommendations, student requests and any other factors deemed helpful by the administration. Many upper level courses require satisfactory completion of prerequisites before a student is allowed to enroll. Please consult the course catalog for a listing of prerequisites. Ordinarily, rising sophomores, juniors, and seniors will receive their preliminary schedules in May for parent review. Incoming freshman ordinarily receive their schedules in late May. Questions regarding the scheduling process should initially be directed to the appropriate school counselor.

In the case of newly enrolling students, many come from diverse schools whose academic grading systems vary. All incoming Grade 7, 8, and 9 students take the same placement test. This assessment acts in providing a baseline to assess each student's abilities and achievement in relation to their peers. The placement test is a normative-based assessment and ranks students of the same grade across the nation by percentage. It compares student performance and creates a predictive correlation to academic success. The results of this test are used to determine the academic level for the students.

Transfer students who enter the school in grades 10, 11, or 12 will be scheduled in consultation with school counseling staff and the Principal.

Level changes will occur based on academic performance, teacher recommendations from our faculty, and the availability of space in the class requested.

Grade Reporting:

Report cards are issued four (4) times per year. The academic year is divided into four quarters, with offerings for full year and semester courses. Traditionally, the 1st Quarter ends in mid-November, 2nd Quarter mid-January, 3rd Quarter ends mid-April, and 4th Quarter ends on last day of school. Interim grade reports are issued halfway through each quarter, for a total of four times per year. These reports are accessible through the school's student information system (SIS).

Full Year Courses: Each quarter is worth 22.5% of the final course average. The final examination / assessment for a full year course is worth 10% of the final grade. A student who passes a full year course earns 1 credit.

Semester Courses: Each quarter is worth 45% of the final course average. The final examination / assessment for a semester course is worth 10% of the final grade. A student who passes a semester course earns 0.5 credit.

All full-year final examinations are ninety minutes in length. Semester final examinations are forty-five minutes in length. All students must sit for these final exams (save for senior exemptions).

During final exams all students are required to be on time for their exams and in dress code. Failure to meet the aforementioned expectations will result in disciplinary action that must be resolved prior to receipt of a report card. In order to sit for final exams students must have satisfied all financial and other obligations owed to the school. From time to time a student may experience an exam conflict, (i.e. two exams are scheduled for the same date and time). Students who find themselves in such a situation must immediately see their school counselor to resolve the issue.

Final Exam Exemption - For Seniors Only To qualify for an exemption from a final exam, the senior must have an average of (B+) over the four (4) terms in a full year course or over two (2) terms in a semester course. If a student, who is exempt, wishes to take the exam for a higher grade, the student may do so. The student will, however, receive whatever grade is earned on the exam.

The senior exemption from a final exam is a privilege that may be forfeited by a senior whose conduct or academic performance is not representative of a Saint Paul student. This determination is to be made by the Principal upon the recommendation of the Class Dean and/or the Assistant Principal.

Final Exam Exemption – Advanced Placement Students AP students do not take a Saint Paul authored final exam for their AP course. Rather, AP students are required to take the AP exam as administered by the College Board. Students who do not sit for the AP exam will encounter significant disciplinary action including a zero for their final exam grade.

Alpha/letter grades are used to record a student's average. As an alpha/letter grade, a (D-) is a passing grade (numeric value, a 60 percent or higher).

<u>Grade Equivalent</u>	<u>Standard Grade Point Average (GPA)</u>	
A+	100 - 97	4.3
A	96 - 93	4.0
A-	92 - 90	3.7
B+	89 - 87	3.3
B	86 - 83	3.0
B-	82 - 80	2.7
C+	79 - 77	2.3
C	76 - 73	2.0
C-	72 - 70	1.7
D+	69 - 67	1.3
D	66 - 63	1.0
D-	62 - 60	0.7
F	59 - 0	0.0

Honor Roll:

An honor roll will be published on a quarterly basis. Students who have maintained a (B) or higher average in each of their courses will receive honors recognition, high honors for averages (B+) or higher in all courses, highest honors for averages (A-) or higher in all courses.

Promotion:

No student can matriculate to the next grade level with a course failure. A student who receives three (3) F's in a full year course (three quarter failures or two quarter and final exam failure) or (2) F's in the case of a semester course (two quarter failures or one quarter and final exam failure) will be considered as having failed the course.

Students may engage in credit recovery. One quarter or final exam failure can be made up in summer school or by tutorial arrangement and must be approved by the Principal. Ordinarily, failing the equivalent of two or more full year courses results in an automatic transfer from Saint Paul to another school. Students engaging in credit recovery do not receive revised grades on their official school transcript. Rather, they are issued credit for the course with a PASS. This action assists students in earning the necessary credits needed to graduate.

Incomplete Grades:

All incomplete quarter grades must be made up within ten school days from the close of the quarter or they will automatically be recorded as a failure. Administration reserves the right to extend this time

period based on individual circumstances. Students who have two or more incompletes are ineligible to participate in sports or extra-curricular activities until the grades are complete

Due to various circumstances, some students may have incomplete grades at the time of graduation. Diplomas will not be awarded to students with incompletes on their transcripts. Appropriate arrangements will have to be made to remedy incomplete studies before a diploma or promotion will be granted.

Students who do not fulfill the academic requirements for graduation or who have outstanding financial obligations to the Diocese or School are not allowed to participate in our Commencement Exercises. Students will have no more than one year from the end of the school year in which he/she failed to graduate to complete all requirements for graduation in order to receive a diploma from Saint Paul Diocesan Jr/Sr High School.

Syllabus/Course Requirements:

Teachers will post and/or distribute expectations for their courses. These materials will explain the content that will be covered, the books necessary for the class, the supplies needed, the grading system used, homework and disciplinary policies.

Parent/Guardian Teacher Conferences:

Parent/Guardian Teacher Conferences are scheduled each year at the end of the first quarter. Parents are encouraged to attend these conferences. However, should your schedule not permit your attendance please contact your child's school counselor to make arrangements for an alternate conference.

Academic Probation:

A student is placed on Academic Probation if the student: fails two or more subjects or fails one subject and has a grade of incomplete in another subject. A student who is on Academic Probation relinquishes all leadership roles such as class officer, student council representative or team captain and is unable to participate in any extracurricular activities such as sports or clubs. The probationary period is for a full quarter and will conclude thereafter and upon the student's successful return to academic good standing.

Transcripts:

Graduates must request transcripts in writing to the registrar. Graduates are strongly encouraged to call in advance to expedite processing. A \$5.00 fee for the official transcript will be collected at the time of processing. Students currently enrolled at Saint Paul may request transcripts via the school counseling office. Students are to complete the prescribed form(s). Only official transcripts will be forwarded to accredited schools or institutions or places of business. Copies of transcripts given directly to students will be stamped "unofficial."

Academic Integrity:

Saint Paul strives to educate students in the rigorous tradition of Catholic education by prompting students to actively pursue Truth and their God-given potential. As such, academic integrity benefits both

the community and individuals. Therefore, the school endeavors to safeguard the highest levels of academic honesty through an academic code of honor.

Violations of this academic code of honor include, but are not limited to:

- **Cheating:** An immoral way of gaining an advantage, usually in the form of peeking at someone's test, copying someone's homework, or obtaining a test/research paper given during a previous year.
- **Falsification:** Inventing or falsifying evidence. Examples include pretending to do certain steps in a lab assignment, or making references to sources you did not use in a research paper.
- **Aiding and Abetting Academic Dishonesty:** Providing another student with the means to commit an act of academic dishonesty. This would include giving someone a paper, test, or homework to copy from or allowing someone to cheat from your test paper.
- **Plagiarism:** The wrongful use of someone else's words, thoughts, or ideas from a textbook, newspaper, internet source, or magazine, without proper citation. Plagiarism may be the "cutting and pasting" of paragraphs, but it could also refer to making only minor word changes from someone else's paper, to summarizing without acknowledging a source.
- **Forgery:** The process of making, copying, or producing documents to deceive a teacher or parent. An example would be signing a parent's name to a test, or showing a parent a fake/altered report card.
- **Electronic Dishonesty:** Using network access inappropriately in a way that affects a class or other students' academic work. Examples include using someone else's computer account, breaking into someone else's files, or using material from a school or flash drive.
- **Unauthorized Use of Calculators/Computers/Electronic Devices:** - Concealing or using calculator programs, translating programs, computer programs, and/or data in a manner not approved by the teacher.

Computer Equipment and Facilities:

The on-campus computers, local hard drives, network drives, user accounts, personal drive space and their contents are all property of Saint Paul. As such, this property will be checked by a member of the Technology Department without notice, in order to maintain compliance with acceptable computer use.

User Name and Password:

All students are issued a user name and create their own password. Network activity is tracked by username; therefore, all usernames and passwords must be kept private and confidential.

Technology Based Prohibitions:

Students are prohibited from doing the following on school computer equipment:

- Damaging, changing or tampering with or attempting to tamper with the school's computer system, hardware or software.
- Copying copyrighted software.
- Using, altering, creating or distributing a password not specifically issued to the student.
- Adding, deleting, or altering files or installing programs without the permission of the Technology Department.

- Engaging in non-academic uses of the computer system, such as game playing and chatting.
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system or others Using the Internet or e-mail to solicit or conspire about illegal activities.
- Making harassing, threatening, prejudicial or discriminatory statements over the computer system.
- Accessing, storing, transmitting or distributing offensive, indecent, obscene or pornographic materials in any form.
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights.
- Circumventing or attempting to circumvent the security measures on any school computer.
- Introducing any form of computer virus to any school computer.
- Using the computer system or the Internet for commercial gain or political purpose.
- Attempting to access filtered sites or to circumvent the school's filtering software to access inappropriate sites.

Computer Policy-Limitation of School Liability:

Saint Paul is not responsible for a student's exposure to inappropriate or unacceptable web-based material, and cannot guarantee the accuracy or quality of any information found on the Internet. The school is not responsible for damages which may occur as a result of interruption of services or loss of data, or financial obligations which result from unauthorized or improper use of the network or the Internet.

IV. ATTENDANCE

Catholic schools have a lower dropout rate (3.4 percent) than both public (14.4 percent) and other private schools (11.9 percent). Ninety-nine percent of Catholic high school students graduate, and 97 percent go on to some form of post-secondary education. Catholic school students continue to score well on standardized tests (such as the National Assessment of Educational Progress) in subjects such as reading, mathematics, social studies, and science, often surpassing standards established by federal and/or state agencies

-United States Conference of Catholic Bishops (USCCB): Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium

Saint Paul Diocesan Junior-Senior High School believes that the primary responsibility of an adolescent is to be a student. Employment, athletics, extracurricular and social activities, all play an important yet secondary part in the maturation of young people into responsible adults.

Students are given the privilege to arrive and remain on campus according to the requirements of their schedules and transportation needs. Students need not arrive until the homeroom period and they may leave after their final class of the day. The school is open to students who are not participating in extracurricular activities at 6:30 a.m. and closes at 3:30 p.m. Parents should make arrangements for their students based on this schedule.

From the time of their arrival in the morning, students are not permitted to leave campus or return to their cars. Students may only leave campus or return to their cars upon the completion of their last class of the day. Only in emergencies will the Administration grant students the permission, after speaking to parents/guardian, to leave the campus or have access to their cars.

Students are ineligible to participate in or to attend an athletic contest/practice or any co-curricular activity if they have not arrived at school by 7:45 a.m. on the day of an event unless they have received prior permission from the Assistant Principal for a reasonable need, such as a doctor's appointment. Documentation will be required on the day of the appointment.

A. Absence

Student's attendance in class is an integral part of the learning process. We uphold the Mandatory School Attendance Law (M.G.L. 76 §1) but have higher standards for our students and expect our students to be on time and in class each school day. Their presence is necessary for the academic, social, and spiritual growth of the community. Administration has the sole right to determine what constitutes an unexcused absence or tardy.

Students cannot have more than ten (10) absences per academic year and no more than 5 in one quarter. Absences for documented medical reasons, bereavement, approved college visits, legal obligations or religious holidays will be excused provided there is proper notice and documentation as described below. Students who are absent more than ten times may not receive credit for their courses and may face disciplinary sanctions. Credit recovery for these courses will take place in Summer School. Those who have medical documentation will be handled on a case-by-case basis. However, the actual medical documentation from either a doctor or dentist must be received the day the student returns to school. Chronic absenteeism may result in your child's withdrawal from Saint Paul.

Whenever a student is absent from school, his parent or guardian must call the absentee number at 508.753.6371 between 7:00 a.m. and 9:00 a.m. on the morning of the absence to notify us. Messages may be left on the voicemail line for the Main Office.

Upon returning to school after an absence, the student must report to the Main Office and submit a signed handwritten note from a parent or guardian (in the parent or guardian's handwriting) explaining the reason for his absence, even though the parent or guardian has called the school on the day of the absence. Failure to call to the Main Office on the day of the absence or to provide an absent note on the day the student returns to school will result in a detention to be served on the day the student returns to school.

Students who miss school or miss classes due to an early dismissal or late arrival for a medical appointment should bring a note of confirmation from the doctor's office the next school day. We do not accept notes from medical personnel after this 24-hour period. Make certain to obtain a note at the doctor's office.

When a student is absent, he/she is responsible for his/her homework assignments. He/she should check the Family Portal to review each class account, contact another student or the teacher at their Saint Paul email so that he/she remains current with his/her schoolwork. Once a student returns, he/she

should meet each teacher at the beginning of each period, prior to the bell, to find out what was missed throughout the day of his/her absence and to reschedule tests/quizzes.

B. Truancy

A student is considered truant if the student is absent from school without parental knowledge. Upon return to school the student will face disciplinary sanction, usually in the form of an in-house suspension. All schoolwork they missed due to the truancy and the suspension will be given a grade of 55. In addition, the student may be placed on Disciplinary Probation. A second offense will result in a recommendation by the Assistant Principal of Student Life to the Associate Superintendent for the expulsion of the repeat offender.

Please note by law students who are truant more than ten consecutive school days must be reported to Massachusetts state authorities (M.G.L. Ch. 76, §1, 1A, 19; M.G.L. Ch. 119, §51A).

C. Tardiness

All students are expected to be in Homeroom by the time the second warning bell rings at 7:25 a.m. Students entering the building after this time must report to the office and sign in tardy. Students who reach a total of five (5) tardies in a semester will make up the time they missed after school, on weekends or vacations.

We understand that cars do not start, alarm clocks do not go off, and power can be lost, etc. However, Administration reserves the right to determine what qualifies as an excused tardy. Those who must schedule a doctor's or dentist's appointment in the morning and come late to school must have a doctor's or dentist's note that day to have the tardy excused. Administration hopes that every effort will be made to schedule these appointments during non-school hours.

Any student who has an activity on a school night, regardless of how late the event or competition runs, is expected to be at school on time the next morning.

Consistent tardiness may result in disciplinary sanctions and a meeting with parents/guardian.

D. Dismissal

If a student requests a dismissal, he/she must report to the Main Office with a note in his/her parent or guardian's handwriting the morning of the dismissal and obtain a dismissal pass. This pass should be shown to the teacher from the class from which he/she will be dismissed at the beginning of the class period. The student should then go the Main Office, confirm that he/she is leaving for the day, and sign out. The student is responsible for any missed assignments from any classes from which he/she was dismissed or from any classes that met after the dismissal.

Student Dismissal should always go through the Main Office and/or the Nurses Office. Neither cell phones nor iPads should ever be used to call, text, email, or otherwise contact a student's parent(s) or guardian(s) to request pickup in the middle of the school day; dismissal due to illness is the exclusive purview of the nurse.

In situations where a student is driving, parents will be called to verify the dismissal. In situations where a student is being picked up, the student will only be dismissed to persons listed on the student Emergency Card and show a valid photo ID. In rare circumstances where a student is to be dismissed for an emergency and a note was not able to be produced at the start of the school day, the staff will take measures to ensure the legitimacy of the request by phone and/or email verification from parents.

E. Class Attendance

If a student is not in his/her scheduled class when the class meets and does not have an excused absence or dismissal, then his/her attendance will be recorded as a missed class. All students who miss a class (or classes) in this manner will face disciplinary sanctions to be determined by the Assistant Principal, which may include either an in-house suspension or a Saturday detention. A student who has a missed class (unexcused) will receive a grade of 55 for any work due during that class.

F. Faculty Absence

If a teacher has not arrived for the beginning of class, students are to remain in the classroom. After waiting for five minutes, one student should report to and inform the Main Office of the teacher's name and class, then return to class. The Assistant Principal (or another administrator) will go the class and instruct the students what to do.

G. Bereavement

When a death occurs within the immediate family of a student, the school will determine representatives from the student body who have a special relationship with the family to attend the funeral. These designated representatives will be contacted and instructed on transportation and the process for obtaining parental permission. Under some circumstances, students will not be dismissed from school unless released to the custody of a parent or guardian. All students are encouraged to give strength and support to the relatives of deceased members of the school community by their personal presence at the wake and by their prayers for the deceased person and his/her family.

H. Weather Cancellations, Delays and Dismissals

School cancellation/delayed opening/early dismissal announcements, due to inclement weather will be announced by phone message, and broadcast on local radio stations WTAG-AM 580, and WSRS-FM 96.1 or TV stations Channel 4 (CBS Boston, WBZ), Channel 5 (WCVB), and Channel 7 (WHDH). These announcements usually start as early as 5:00 a.m. Saint Paul will not be listed, instead look for Worcester Public Schools for confirmation that school is cancelled.

If there is to be an early dismissal due to weather conditions, the local radio station will carry this announcement. PLEASE DO NOT CALL THE SCHOOL. Cancellations/early dismissals are made in conjunction with the Worcester Public Schools. The time of dismissal is dependent on the availability of the bus service and road conditions. A message will be sent to notify the parents. We will use the work and home phone numbers provided to the school. Calls to the school at this time tie up all of our lines, which need to be kept free for emergencies. Please realize the seriousness of blocked phone lines.

I. Attendance and extracurricular activities

Students must arrive no later than 7:45 a.m. to participate in extra-curricular activities unless the student has a properly documented reason and the school has been notified ahead of time as outlined above. Students and families should make every effort not to schedule appointments during the school day. A student, who is absent, is not allowed to participate in any extra-curricular activities being held that day (athletic practices & games, dances, musical practices, and performances, proms, etc.) Students will not be excused from detention to participate in an extra-curricular activity.

J. Field Trips and Retreats

Field trips and Retreats are intended to support the educational/spiritual mission of the school. Attendance at field trips and retreats is mandatory. If a student misses a field trip or retreat it is counted as a day of absence from school. Prior to being allowed to take part in the field trip or retreat the student must have returned the official signed permission slip. We cannot accept notes or phone calls as permission.

K. School Vacations

The school does not condone absences that extend a long weekend or vacation and encourages families not to make travel plans that conflict with class time. School vacations are scheduled in December, February, and April to allow students to avail themselves of recreational and educational opportunities. Missing school to go on a vacation is considered an UNEXCUSED ABSENCE and will affect the student's grades.

L. Summation

This is not a complete list of all possible scenarios relating to attendance. It is intended to be indicative of the intent of Saint Paul's attendance policy. Extreme and unusual circumstances relative to absence, tardiness, and dismissals may occur. These can be submitted to the Administration for individual consideration. All actions are reflective of, and attempt to be consistent with, the philosophy and mission of the school.

V. DRESS CODE

Saint Paul insists that students dress in a manner that is neat and presentable throughout the school day (including mid-year and final exams) and take pride in personal appearance. The Administration is the final arbiter in interpreting standards for all students. All matters concerning the dress code for students will be directed to the Office of Student Life.

The following dress code will be strictly enforced from 7:20 AM to 2:00 PM in all areas of the campus except on designated dress down days, retreats, or field trips.

A. SCHOOL DRESS CODE REQUIREMENTS

Category	Girls	Boys
Shirts	Saint Paul approved polo either tucked or untucked. Students are not permitted to roll their polo shirt. Classic Oxford button down shirts are also permitted in blue or white and must be tucked in. <i>Members of the Class of 2021 only will be allowed to wear non-logo polo shirts in black or white.</i>	Saint Paul approved polo either tucked or untucked. Students are not permitted to roll their polo shirt. Classic Oxford button down shirts are also permitted in blue or white and must be tucked in. <i>Members of the Class of 2021 only will be allowed to wear non-logo polo shirts in black or white.</i>
Cold weather tops	The following items may be worn over a polo or Oxford shirt as described above: Saint Paul approved quarter zips, long-sleeve polos, or sweaters are allowed during colder months. Students will not be allowed to wear non-uniform sweaters, sweatshirts, hoodies, etc.	The following items may be worn over a polo or Oxford shirt as described above: Saint Paul approved quarter zips, long-sleeve polos, or sweaters are allowed during colder months. Students will not be allowed to wear non-uniform sweaters, sweatshirts, hoodies, etc.
Bottoms	Saint Paul uniform skirts (navy, black, grey, plaid grey, or khaki) may be worn and should be no shorter than two inches above the knee. Black leggings or tights must be worn under skirts at all times. Traditional khaki or black dress pants. Dress pants are to be ironed, fit properly, and have no more than four pockets (two in the back and two in the front). A belt is to be worn with dress pants. No jeans are permitted. Uniform shorts purchased through the Tommy Hilfiger uniform website and those worn as part of a Holy Name or St. Peter-Marian uniform are permitted to be worn in September and after Memorial Day.	Traditional khaki or black dress pants. Dress pants are to be ironed, fit properly, and have no more than four pockets (two in the back and two in the front). A belt is to be worn with dress pants. No jeans are permitted. Uniform shorts purchased through the Tommy Hilfiger uniform website and those worn as part of a Holy Name or St. Peter-Marian uniform are permitted to be worn in September and after Memorial Day.
Shoes	Brown or black dress shoes or boat shoes. No slippers, athletic footwear, or boots are allowed. Footwear with no backs and/or open toes are not permitted. Shoes with laces must be laced and tied at all times.	Brown or black dress shoes or boat shoes. No slippers, athletic footwear, or boots are allowed. Footwear with no backs and/or open toes are not permitted. Shoes with laces must be laced and tied at all times.

B. DRESS DOWN/SPIRIT DAYS

On certain occasions, the administration will declare relaxed dress code or spirit days and will offer guidance on expectations.

C. BACKPACKS, BAGS, POCKETBOOKS

Students are permitted to carry their Saint Paul string bag during the school day. Upon arriving at school, a student should deposit his/her backpack in his/her locker and retrieve it at the end of the school day.

D. APPEARANCE

Personal appearance should be a point of pride. Although personal appearance expresses one's identity, students should look prepared for an academic setting. We aim to foster a school climate that supports learning, growth, and human dignity. Honoring these principles, the school feels it is important to provide the subsequent guidelines:

1. For boys and girls, hair color and style is to be moderate. Hats of any kind are not permitted. For boys, hair length should be off the collar and ears.
2. Students' faces are to be shaved clean, daily if necessary unless a note from a physician is provided to the school nurse. (Beards, mustaches, goatees are not permitted).
3. Body piercings of any kind, are not permitted including nose, eyebrow, tongue rings. Only girls may wear modest earrings.
4. Visible tattoos are not permitted.
5. Large, or oversized, jewelry could pose a safety hazard and may not be permitted. All necklaces must be worn inside the shirt.
6. Sunglasses, or dark tinted glasses, are not to be worn in the building unless deemed necessary by medical reason. A doctor's note is required.
7. Socks are required as part of the Dress Code. Socks are not to include inappropriate or illegal images or references and are to be of a traditional length (ankle or higher). The administration has the sole right to deem socks not appropriate and will ask the student to change.

E. SAINT PAUL STUDENT ID CARD

Each student will be issued a Student ID Card at the beginning of the year. Whether in school or at an official school activity, students are required to carry their official Student ID Card and must produce it upon the request of a member of the faculty, staff, or administration. If a student loses their Student ID, there will be a \$10 replacement fee.

Any deviation from these standards due to medical reasons requires a dated slip from a physician and submitted to the school nurse. Any other deviation will be subject a student disciplinary action by any member of the faculty or administration.

The Administration reserves the right to alter this Dress Code throughout the year and is the sole arbiter on any exceptions or interpretations of the standards listed in this section.

VI. STUDENT RULES AND REGULATIONS

"Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community."

-USCCB Document: *To Teach as Jesus Did*, #13

Saint Paul's approach to maintaining the level of order and discipline required to establish an atmosphere that promotes full intellectual and character development is grounded upon the tenets of the Roman Catholic faith and its teaching on social justice. Central to that teaching is the recognition of the dignity of each student and the belief that all of humanity is a family. Students should treat each other and faculty with kindness, honesty, respect, and dignity.

School rules and regulations apply at all school-sponsored events, whether on or off campus. Good manners, respect, obedience, neatness of personal appearance, punctuality, regular attendance, devoted application to study, and exemplary conduct are expected from all Saint Paul students. To this end, the following student rules and regulations are prescribed:

A. Classroom Conduct

It is expected that all students arrive to class on time and are prepared for class with all necessary books, notebooks and writing utensils. Each teacher has a list of classroom rules that should be posted prominently in the classroom or directly distributed to students. Any violation of these rules is usually handled by the teacher. They will give the student 24-hour notice prior to their classroom detention.

For more serious offenses a student will be referred to the Class Dean or Assistant Principal. If a student is asked to leave class, they are to immediately report to the Main Office. Students who are asked to leave a classroom may be given an in-school suspension for the rest of the day, receive an academic penalty for that class, and/or given office detention(s).

A second removal may result in an out of school suspension and a parental conference must take place prior to their return to the class.

A third removal will result in a Conduct Hearing Board. There is a strong possibility the student would be removed from the class with loss of academic credit.

B. Conduct at Assemblies

We expect our students to respect both the speakers and the members of the audience while attending an assembly. Anyone who is spoken to or removed from an assembly will receive disciplinary sanctions from their Class Dean. Repeat offenses will be referred to the Assistant Principal and may result in an in-school suspension and/or loss of privileges.

C. Conduct during Mass

The most important part of our school is the ability to freely express our faith and to come together as a community to partake in the Eucharist. While we understand our students come from varied religious backgrounds, we invite you to participate where appropriate in the liturgy and be respectful of the right of believers to practice their faith. Anyone interfering with our community's right to worship will be subject to serious disciplinary action.

D. Conduct on School Transportation

Riding on the bus to and from school is considered an extension of the school day and all the regulations of the school are in effect. Appropriate behavior is always required on school buses. Should students present discipline problems while using the bus service, the Assistant Principal's office is notified. Parents will then be contacted, and a parent conference may be required. All students who take the bus must sign an agreement with the Worcester Public School's Transportation Office. The WPS and Saint Paul Administration reserve the right to deny bus transportation privileges. The family is then responsible for the student's transportation to and from school.

E. Conduct in the Cafeteria during Lunch

Students will report to the cafeteria at their assigned lunch period. Rubbish should be thrown away in the proper receptacles. Students are to be models of good behavior as they break bread with their peers. For the students' convenience they may use lavatories before and during lunch. Students are expected to remain in the cafeteria, unless given permission to leave, to ensure their peer's academics will not be disrupted. No food is permitted to leave the Cafeteria.

F. Conduct Before School

Students have the privilege to arrive on campus prior to homeroom bell at 7:20 a.m. Students should not congregate in a classroom that is not supervised by a teacher. Instead, students are only permitted in the cafeteria until 7:15am. At 7:15am, students are permitted to go to their locker and wait for their homeroom teacher to let them into homeroom.

G. Conduct After School

Students may remain at school after the dismissal bell, but should make arrangements for transportation by 3:30pm. Students may receive extra-help from teachers, attend peer tutoring sessions, converse with a counselor, participate in afterschool activities, or athletic practices/events. The cafeteria is the location where students should report if they have no official school business to wait for their rides. Students should not congregate in the hallways or classrooms because the building is in partnership with multiple colleges that utilize the space after school hours. They should not congregate in the parking lot due to traffic and for their own safety. The ability to stay in the building after dismissal is a privilege that can be taken away for individual students if conduct is not appropriate.

H. Drug and Alcohol Protocol

THE USE AND/OR POSSESSION OF ANY ALCOHOLIC BEVERAGE OR DRUG IS STRICTLY PROHIBITED

All students shall not, regardless of the quantity, possess, consume, buy, sell or give away alcohol, steroids, prescription drugs, illegal drugs or any controlled substance on campus or at any school-

sponsored activity. Possession of drug paraphernalia, including, but not limited to wrapping papers, smoking pipes, lighters, matches, vaporizers, or other devices is prohibited. To further ensure the well-being and safety of all students, lockers, cars, or possessions may be searched at any time.

Violation of this policy will result in a Conduct Hearing Board and is sufficient reason for separation from Saint Paul. Students in violation will be immediately removed from school or its functions. Parents will be notified, and the Conduct Hearing Board process as previously outlined will be followed. These same sanctions will also apply to students who remain in the presence of others who are violating the above rules. Students who possess, use, or are under the influence of alcohol/drugs at any time, even though the activity did not take place on campus or at a school sponsored event, may be suspended, dismissed, or expelled if it is determined that the activity is detrimental to the reputation of the school or that it hinders the advancement of the moral good of other Saint Paul students.

Should separation from Saint Paul not be recommended the student and their parents will:

1. Arrange for counseling at either Catholic Charities or another acceptable agency at their expense. The school must receive, in writing, that the student is in counseling. When the counselor recommends the termination of said counseling, the Assistant Principal must receive written notification.
2. Arrange for monthly drug or alcohol testing with the results sent directly to the Assistant Principal. Testing is completed at the expense of parents.
3. The student cannot attend any school functions for the ninety days.
4. The student is placed on Disciplinary Probation for a period of ninety days.
5. The student will relinquish all leadership roles and will not participate in any school related extracurricular activities, i.e. sports, drama, academic clubs.

If the student fails to fulfill the conditions of Disciplinary Probation enumerated above, the Assistant Principal will request the student's expulsion.

I. Tobacco

Medical research has proven that the use of tobacco is dangerous to one's health. Therefore, smoking or the use of electronic cigarettes, or smokeless tobacco inside or outside of school property at school functions or athletic events is prohibited. Possession of this substance is against the law. In this case the Drug and Alcohol protocol will be followed. Faculty, Staff and Administration have the right to confiscate visible tobacco products.

J. Gambling

Students are not to participate in any type of gambling on school property. The use of cards or other gambling paraphernalia is prohibited.

K. Gum

For health and safety reasons gum is prohibited.

L. Hallways

Students are not permitted to loiter in the halls, stairways, and lobbies during the school day. All students must have a hall pass from their teacher when leaving the classroom. Consumption of food or beverages in halls, stairways, lobbies, or classrooms is prohibited except for water.

M. Study Halls

It is the expectation of the school that students who take Study Halls use them for the purpose of studying. Students may not have food or drink in the Study Hall, unless located in the cafeteria. Students are not to use Study Hall to catch up on their sleep. Students who have finished their work are encouraged to read a newspaper or book brought from home. Students should refer to A. Classroom Conduct of this section for appropriate Study Hall behavior.

N. Cell Phones

Students are not permitted to use their cell phones in class unless given explicit permission from a teacher to use their device as an instructional tool. Cell phone use is otherwise only permitted during lunch in the cafeteria. It is against Massachusetts Law to take video, photographs, or audio recordings of others without their express verbal or written permission. Violation of this law will result in loss of cell phone privileges and further disciplinary sanction. Violating this Cell Phone policy may result in a teacher or member of the administration confiscating a student's cell phone and securing it in the Main Office safe for the rest of the school day. Failure to comply and turn over the device will result in further disciplinary sanction including loss of cell phone privilege. Parents needing to communicate with their kids during the school day are required to call the Main Office and not try to reach their student on their personal cell phone as it may lead to their violating of this policy.

O. Intentional Disruption of School Activities

Students have the right to learn in a safe environment, free from disruption or distraction. Teachers have the right to teach in the same environment. Any student who intentionally disrupts school activities including but not limited to classes, Mass, assemblies, sporting events will face disciplinary sanctions at the discretion of the Assistant Principal. Intentional disruption also includes disrupting the normal business of the school by blocking access to classrooms and offices, or excessive noise outside of offices or classrooms.

P. Failure to Comply

Failure to comply with the requests and directives of teachers, staff, or administration will automatically result in a call home to parents and immediate removal from school for at least the rest of that day and further disciplinary sanctions.

Q. Surveillance

Saint Paul has installed video cameras to monitor entrances, parking lots, hallways, the cafeteria, and other areas of the school. Videos are used for security purposes and students should be aware that video footage may be used during investigations. Footage may be considered for determining disciplinary action.

R. Integrity

The fabric upon which the Saint Paul community is built is faith in God. The theological virtues of faith, hope and love provide a foundation for our community to strive to grow. We must also possess faith in each other. It is essential that students conduct themselves with integrity, or with the adherence to moral principles.

Stealing and dishonesty cannot be tolerated because it erodes people's faith in each other. Any student who intentionally steals goods, property or money is guilty of an extremely serious act; taking goods or property, without permission, from our library or from another person's locker, bag, car or any other location on campus or at a school-sponsored event is stealing. In addition, students are expected to report any acts of theft that they have witnessed. Students who handle monies for the school must be scrupulous in their honesty.

Students caught stealing will face disciplinary sanctions where expulsion/separation will be considered.

S. General Behavioral Expectations

This list is not meant to be inclusive of all potential behaviors that students may exhibit throughout the year. The Administration reserves the right to address behavior, as outlined in this handbook, that is determined to be in direct conflict with the mission and values of Saint Paul or the Roman Catholic Church, violates the safety of an individual or the school community at large, violates a City ordinance or State/Federal Law, or interferes with the learning of other students or school business.

VII. STUDENT CONDUCT PROCESS

A Harvard University study reported that Catholic school students performed better than other students on the three basic objectives of civic education-the capacity for civic engagement (e.g., voluntary community service), political knowledge (e.g., learning and using civic skills), and political tolerance (e.g., respect for opinions different from their own).

-USCCB Document: Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium

It is the expectation of the Administration, Faculty and Staff that all members of our community model behavior based on the tenets of our Roman Catholic faith and the teachings of our Lord and Savior Jesus Christ. All students should be aware that they always represent the school, on and off campus, and are subject to the school's discipline code regardless of where they are when an infraction occurs. To nurture a safe, structured environment on campus and promote the school's norms and values, the school implements the following disciplinary sanctions, policies, and procedures. Administration may use any of the subsequent measures based on the nature of an incident that requires discipline.

A. Office Detention

Detentions are the most frequently used measure to modify the behavior of students who have violated the conditions of acceptable behavior for the Saint Paul community. Detentions may be given and

conducted by teachers for minor infractions. Office Detentions are conducted Tuesday through Thursday immediately after school under the administration of the Office of Student Life. Detentions are imposed for violations of the school code of conduct; depending on the seriousness of the violation(s) and/or upon the frequency with which they are committed, the Assistant Principal or Class Dean will determine the number of detentions a particular violation will incur or whether the detention may be assigned for a Saturday for 8:00 a.m.-12:00 p.m.

Parents may be notified by mail or email when their student is given an office detention. They must serve their detention within the time specified. Detentions are viewed as a punishment for a past violation and simultaneously as a deterrent to prevent future violations and take priority over any extracurricular activity including athletics and extra help. Failure to serve an office detention will result in further sanctions including additional detentions, a Saturday detention, or an in-school suspension.

B. Loss of Privilege

There are several privileges extended to our students. Serious or frequent misuse of our resources by a student could lead to the loss of privilege. Examples include many of the community's resources such as computers, locker rooms, and the cafeteria. Privileges that may also be revoked as a disciplinary sanction are the privileges to attend dances, proms, other social activities, participation in athletics and extracurricular clubs, attendance at athletic and social events as well as graduation, etc. The Assistant Principal or Class Deans will determine these sanctions.

C. Behavioral Contract

As a deterrent to repeat or further violations of Saint Paul Conduct Policies, students may be placed on a Behavioral Contract that outlines specific expectations and agreements for behavior made between the Assistant Principal or Class Dean, student, and parents. Students and parents will meet with the Assistant Principal to discuss the terms of the Contract and will have time to review prior to the Contract being signed. All Behavioral Contracts will indicate automatic sanctions for violation of the Contract terms.

D. Disciplinary Probation

When a student is placed on Disciplinary Probation the following procedures and restrictions are enforced:

There is an immediate out-of-school suspension, between 1-5 days, followed by a parental conference with the Assistant Principal and/or Class Dean.

The student shall be excluded for a period of one semester or ninety days from all school-related activities on, or off, school premises. The student shall be excluded from all rallies, school events, and other activities with the exception of Liturgical Events.

A student on disciplinary probation and a parent/guardian may be required to sign a contract that specifies behaviors that must be changed for the student to remain enrolled in the school. The student shall complete twenty hours of community service and will relinquish any leadership roles they hold.

E. Suspension

Students are liable to be suspended for major or repeated offenses at school or away from school, during the school year, or even on vacation days. Depending on the nature of the violation, the suspension may be served at home or in school. In-school suspensions and out-of-school suspensions are serious disciplinary actions.

In-school suspensions are to be served in a location determined by the Assistant Principal. The student will not be allowed to use their cell phone, participate in any assemblies or rallies that day, and may be required to eat in a location other than the cafeteria. Students serving an in-school suspension will be provided with assignments from their teachers and expected to complete them during the day. Students serving an in-school suspension are likely not to be allowed to participate in extracurricular or athletic practices or games on the day of their in-school suspension.

A student serving an out of school suspension is not allowed to attend class nor any school related activities-drama rehearsal, choir rehearsal, athletic practice or games, math meets, proms, dances etc. All work given in classes that day or due that day will be given a grade of 55. Students are responsible for making up all work missed. A teacher will give a student a grade of zero for any work not made up.

A parent/guardian conference with the student and the Assistant Principal is a condition for readmittance after an out of school suspension. A second suspension will result in Disciplinary Probation.

F. Separation from Saint Paul

A student will be subject to separation from the school for any serious or repeated violations of school regulations (at school or away from school) of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or is of serious harm to his/her fellow students.

Separation from Saint Paul can take two forms:

- 1) ***Dismissal***: the student is required to leave Saint Paul immediately and is no longer considered an enrolled student. Per recommendation of the Conduct Hearing Board and approval of the Principal, a student who is dismissed may be allowed to return to Saint Paul after a specified period and/or when certain stipulations are met. This is not to be confused with a suspension, during which a student is still enrolled and automatically returns to school after the amount of days specified. A dismissal will last for at least one full semester.
- 2) ***Expulsion***: the student is required to leave Saint Paul immediately and is no longer considered an enrolled student. When a determination of expulsion is recommended by the Conduct Board and approved by the Principal, the student will not be permitted to enroll at Saint Paul in the future. This is used for the most serious offenses and/or when a student poses a threat to themselves, the school community, or the reputation of Saint Paul, the Diocese of Worcester, or the Church.

The Assistant Principal will determine when to convene a Conduct Hearing Board, which hears all cases that could lead to a sanction of separation. A Conduct Hearing is the procedure the school uses to adjudicate cases that involve the most egregious of violations against the school's accepted norms, practices, and expectations of behavior. Due to the emotional nature and circumstances that surround

the necessity to convene an expulsion hearing, and following proven past practice, the student will be suspended from school for a minimum of two days to serve as a cooling off period. During that time, the Assistant Principal will inform the family to help them understand the process and to answer any questions.

The Conduct Hearing Board is comprised of trained members of the faculty, Class Deans, or Assistant Principal. Two members will be selected for each case. A student has the right to avail a conflict with a Board member in writing to the Assistant Principal for Student life 24 hours in advance of a hearing. The Assistant Principal will review and determine whether there is a conflict of interest that would prevent any member of the Board from being fair and unbiased. Typically, the Assistant Principal for Student Life will serve as the investigator for the case and present the findings to the Board, students, and parents. Additionally, the Assistant Principal will schedule the hearing and inform the students and parents of the process.

1. Hearing Process

- a) A student will be joined by parents/guardians at the Assistant Principal's Office. The student has the right to request a trained member of the Saint Paul faculty to serve as their advocate and guide through the process. The student must request this through the Assistant Principal before the hearing is scheduled. The student's advocate may be present at the hearing.
- b) The Assistant Principal and the Conduct Hearing Board members will be present.
- c) The Assistant Principal will explain the proceedings.
- d) The Assistant Principal will read a report of the inquiry into the disciplinary incident(s).
- e) The student will have an opportunity to respond or make a statement.
- f) The Conduct Hearing Board will ask questions of the student.
- g) The parents/guardians will have an opportunity make a statement. The student's advocate may also make a statement. Note that no one outside of the parties mentioned above will be allowed to participate in the hearing including, but not limited to, mental health professionals, legal representatives, other family members, or other students or members of the Saint Paul faculty/staff unless called by the Assistant Principal as a witness.
- h) All parties will be informed of the timeframe needed before reaching a decision, then will be asked to leave the hearing while the Conduct Hearing Board deliberates.

2. Decision-Making Process

- a) The Conduct Hearing Board will meet privately to deliberate and recommend a sanction. Their recommendation will be presented to the Principal for approval. The Principal may accept the recommendation, alter, or overturn the recommendation, or request that the hearing be reconvened if necessary.
- b) The Assistant Principal will inform the family of the determination of the Conduct Hearing Board and subsequent decision of the Principal either in writing or directly. They will inform the family of the recommended sanction within 48 hours of the hearing.
- c) The Assistant Principal will inform the School Counselor of the recommended sanction. The family may request a School Counselor to answer any questions they may propose about transitioning to another school or back to the classroom at Saint Paul, depending upon the disposition of the case.

3. Appeals Process

Decisions of the Conduct Hearing Board and Principal are final. However, pursuant to Massachusetts General Law, if families are dissatisfied with the recommended sanction of separation, they can appeal to the Superintendent of Catholic Schools-Diocese of Worcester and request an appeal in writing within 5 days of a decision. The Superintendent possesses the authority to accept, modify or overturn the recommended sanctions of expulsions. The Superintendent can be contacted at:

Catholic Schools Office
49 Elm Street
Worcester, MA 01609
508.929.4317

VIII. BULLYING, HARRASSMENT, AND HAZING PREVENTION

“Love one another with kind affection. Outdo one another in showing honor” – Romans 12:10.

The following policies cover all employees, students and other personnel connected with Saint Paul. All members of our community are urged to be alert to any occurrence of bullying, cyber-bullying, retaliation, harassment, acts of intolerance, or hazing that violate the rights of others. All students sign anti-bullying and anti-hazing contracts annually.

A. Bullying Prevention and Intervention Plan

1. Introduction

Saint Paul Diocesan Junior-Senior High School acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, Saint Paul must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive, and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student’s ability to learn and Saint Paul’s ability to educate its students in a safe and embracing environment. The Saint Paul Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, Saint Paul hereby promulgates this Bullying Prevention and Intervention Plan (the “Plan”) as required by the Roman Catholic Bishop of Worcester Bullying Prevention Policy (the “RCBW Bullying Prevention Policy”).

2. Definitions

For purposes of this Plan, the following definitions shall apply:

Bullying is the repeated use by one or more students or by a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Victim that:

- causes physical or emotional harm to the Victim or damage to the Victim's property.
- places the Victim in reasonable fear of harm to him/herself, or of damage to his/her property.
- creates a Hostile Environment at School for the Victim.
- infringes on the rights of the Victim at the School; or
- materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-Stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

For the purpose of this Plan, whenever the term "Bullying" is used it shall include Cyber-Bullying (as defined below).

Cyber-Bullying means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Hostile Environment means a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Perpetrator, means a student or a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in Bullying or Retaliation.

Retaliation means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

School Grounds mean property on which a School building or facility is located or property that is owned, leased, or used by a School for a School-sponsored activity, function, program, instruction or training.

Staff includes, but is not limited to, educators, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

Victim means a student against whom Bullying or Retaliation has been perpetrated.

3. Leadership

Leadership at all levels of the Saint Paul community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive School climate. The Plan had been developed in consultation with the Superintendent, the Parent Board, teachers, School Staff, professional support personnel, School volunteers, administrators, community representatives, local law enforcement agencies, students, parents, guardians and any other stakeholders the Assistant Principal deemed advisable. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Assistant Principal for Student Life and designated members of the Staff, working under the oversight of the Superintendent, are collectively responsible for setting priorities and for staying up-to-date with current laws, Diocesan policies, and research on ways to prevent and effectively respond to Bullying. It is also the responsibility of the Assistant Principal for Student Life and such designees to involve representatives from the greater School and local community in developing, implementing, and periodically reviewing and updating the Plan. The Plan shall be reviewed and updated at least every two years, in consultation with other stakeholders as set forth above.

- a) Assessing needs and resources. The Plan is intended to be Saint Paul's blueprint for enhancing capacity to prevent and respond to issues of Bullying within the context of other healthy School climate initiatives. As part of the planning process, School leaders, with input from families, the Staff and others mentioned above, have assessed the adequacy of current programs; reviewed

current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This “mapping” process has assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School has enhanced training for staff, required national certification for all athletic coaches, conducted periodic assessments, including a survey of over two hundred students, and required an information night for all parents.

The Assistant Principal for Student Life is responsible for maintaining and reviewing all reports of bullying. This qualitative and quantitative collection of data includes:

- i. the number of reported allegations of bullying or retaliation.
 - ii. the number and nature of substantiated incidents of bullying or retaliation.
 - iii. the number of students disciplined for engaging in bullying or retaliation; and
 - iv. gathering feedback through informal meetings with students, parents, teachers, coaches, staff members, community organizations, and law enforcement.
- b) Planning and oversight. The Assistant Principal for Student Life is responsible for the following tasks under the Plan:

Timothy St. John
Assistant Principal for Student Life
Saint Paul Diocesan Junior-Senior High School
144 Granite St.
Worcester MA 01604
508.753.6371
tstjohn@saintpaulknights.org

1. *Receiving reports on Bullying:* All reports may be delivered through the preferred medium of the reporter, including in person, phone, email, or written letter. Reporters should expect to be contacted as soon as reasonably possible by the Assistant Principal or designee.

Any student who is the target of bullying or cyber-bullying or has witnessed an incident of bullying or cyber-bullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Assistant Principal, a Class Dean, a school counselor, an administrator or to any other faculty or staff member with whom the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

A parent or guardian of a student who is the target of bullying or cyber-bullying or of a student who has witnessed or otherwise has relevant information about bullying or cyber-bullying is strongly urged to promptly notify the Assistant Principal, a Class Dean, a school counselor, an administrator or any other faculty or staff member. Furthermore, any parent who has him or herself witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the guidance counselor or

an administrator. A parent or guardian should also report any incident of retaliation in violation of this policy to the school counselor, Class Dean, or an administrator.

Any member of the faculty or staff of Saint Paul Diocesan Junior-Senior High School who witnesses or otherwise becomes aware of bullying or cyber-bullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the Assistant Principal. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent or guardian who informs him/her of an allegation of bullying, cyber-bullying, or retaliation. Faculty and staff may not make reports under this policy anonymously.

Administration also urges students and their parents and guardians not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none, it is far more difficult to ascertain the facts of what occurred if complaints are made anonymously. However, discipline cannot be enforced due to an anonymous report as students are afforded the due process of an investigation. Students, parents, and guardians are encouraged to bear in mind that the school takes its policy against retaliation seriously.

Also, while Saint Paul faculty, staff and administration cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation, the school follows a strict policy of only releasing information concerning complaints of bullying, cyber-bullying and retaliation to those who are on a legitimate need-to-know basis.

2. *Collecting and analyzing school-wide data on Bullying to assess the present problem and to measure improved outcomes:* All cases are recorded on a Bullying report form and charted throughout the course of the year and data is organized by date, reporters, investigators, conclusions, safety plans, grade levels of perpetrators, grade levels of victims, and disciplinary actions. This Bullying Summary Analytics Report is used to measure outcomes and shape preventative measures for the future.
3. *Creating a process for recording and tracking incident reports, and for accessing information related to Victims and Perpetrator:* The Assistant Principal will inform the Associate Superintendent and Principal of all reports of Bullying incidents to provide a preliminary report and to obtain guidance on how to proceed with all investigations. The Assistant Principal will conduct all investigations in a timely and confidential manner and may require relevant personnel to conduct the investigation, for example the Athletic Director for a Bullying allegation that involves an incident at an athletic event. The conclusions of the Assistant Principal's reports are required to be shared with the Associate Superintendent and Principal in all cases, and based on the findings, serious cases will be referred to the Superintendent. All reports will be collected and analyzed throughout the year to determine how to best address areas of concern, identify gaps, deter retaliation, improve preventative measures, and to ensure student safety.

4. *Planning for ongoing professional development:* Based on the reports provided by the Assistant Principal, the Administrative Team will shape ongoing professional development, including training for new teachers, staff members, and coaches; the notification of changes to policy for all teachers, staff members, and coaches; the attendance of conferences and workshops for teachers selected by the administration, and attendance at annual school programs offered by the District Attorney's Office.
5. *Planning supports that respond to the needs of Victims and Perpetrators:* When a complaint of Bullying, Cyber-bullying or Retaliation is brought to the attention of the Assistant Principal or other Administrators, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further Bullying, Cyber-bullying or Retaliation during an investigation. Students who make reports, or who are reported as targets of bullying, will not be moved from classrooms or have their seating changed in a classroom.

The School Counseling Department will work with all students found to be Victims or Perpetrators of Bullying, Cyber-bullying or Retaliation to arrange for counseling at school, or either Catholic Charities or another acceptable agency. The Administration may request in writing that the student is in counseling as a condition of continued enrollment at Saint Paul.

6. *Choosing and implementing the curricula that the School will use:* The Assistant Principal will consult with the Principal, Assistant Principal for Formation, Department Chairpersons, and the District Attorney's Office to design and implement curricula that is relevant and age appropriate.
7. *The development and revision of policies and protocols:* The Assistant Principal will develop and revise all current policies and protocols under the Plan, including an Internet safety policy and is responsible for its implementation.
8. *Amending the Plan in Student/Staff Handbooks:* The Assistant Principal is responsible for amending student and Staff handbooks and codes of conduct based on the necessity to make changes based on the findings of investigations, but not less than once per year. Amendments may be made to the handbooks by updating electronic copies on the website if they occur during an academic school year. Parents will be notified of such changes by email and other appropriate official methods of school communication. Parents are urged to update the school with all relevant contact information in order to receive these important communications from the school.
9. *Leading Family Engagement:* The Administrative Team is responsible for leading the parent or family engagement efforts and drafting parent information materials. The Administrative Team will work in conjunction with relevant parent groups and distribute information through the school newsletters, the school website, and social media accounts. There may be meetings or workshops for parents that are planned and conducted in partnership with

the District Attorney's Office. The purpose of these meetings is to provide parents with the most current information and to create an educational forum for family engagement. Participation is highly encouraged and appreciated.

10. *Review and Update of the Plan:* The Administrative Team is responsible for reviewing and updating the Plan each year, or more frequently as required by changes in the law, or deemed necessary by the Administration in order to respond to mitigating circumstances.

B. Priority Statement

Saint Paul Diocesan Junior-Senior High School is dedicated to ensuring the respect of, and protecting the dignity of, all members of the Saint Paul community. Every student has the right to learn, study and participate in extracurricular activities without harassment, intimidation, or bullying. As is consistent with Catholic social teaching, a correlative relationship exists between rights and responsibilities. All Saint Paul students accept the responsibility to respect the rights of others to learn, study and participate in extracurricular activities without harassment or intimidation.

Saint Paul will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Victim's sense of safety. We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Assistant Principal, working under the oversight of the Superintendent is responsible for the implementation and oversight of the Plan.

The Plan recognizes that certain students may be more vulnerable to becoming a Victim of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. In addition to the measures mentioned above and below, the School shall take the appropriate steps to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment:

The young men and women who graduate from Saint Paul Diocesan Junior-Senior High School are required to complete a religion course each year with the expectation that they will

embrace the central tenets of Catholic social teaching, including the belief that all human beings are worthy of dignity and respect.

The Student Handbook and the Anti-Bullying Policy is reviewed with all students each fall. The handbook includes explicit policies around the issues of harassment and bullying. Additionally, the Theology program includes units focused on bullying awareness and respect for others. In grades 7-12, students discuss the issue of bullying through educational assemblies led by community partnerships, local authorities, and in group guidance sessions. Administration raises issues of bullying with parent groups regularly. Finally, all athletic coaches and extracurricular advisors for grades 7-12 are required to review school bullying policies with all participating students.

C. *Prohibition Against Bullying and Retaliation.*

Bullying is prohibited:

- On School Grounds owned, leased, or used by Saint Paul.
- On property immediately adjacent to School Grounds.
- At any School-sponsored or School-related activity, function, or program whether on or off School Grounds.
- At a School bus stop.
- On a School bus or any other vehicle owned, leased, or used by Saint Paul; or,
- Using technology or an electronic device owned, leased, or used by Saint Paul.

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:

- create a Hostile Environment at School for the Victim.
- infringe on the rights of the Victim at School; or
- materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports Bullying or Retaliation, provides information during an investigation of Bullying or Retaliation, or witnesses or has reliable information about Bullying or Retaliation is also prohibited.

D. *Training and Professional Development.*

1. Annual Staff Training on the Plan: As required by M.G.L. c. 71, sec. 370(e)(2), annual training on the Plan shall be provided for all Saint Paul Staff; and, in the discretion of the Principal, for volunteers who have significant contact with students. Such training will include Staff duties under the Plan, an overview of the steps that the Principal or his or her designee will follow upon receipt of a report of Bullying or Retaliation, and an overview of any Bullying prevention curricula to be offered at the School. Staff members hired after the start of the School year are required to participate in School-based training during the School year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the immediately preceding two years.

2. Written Notice to Staff: Pursuant to Mass. Gen. Laws Chapter 71, Sec. 370(e)(2), at the beginning of each school year the Principal or his or her designee shall provide written notice to the School Staff of the RCBW Policy and the Plan. Relevant sections of the RCBW Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.
3. On-going Professional Development: The goal of professional development is to establish a common understanding of tools necessary for Staff to create a School climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of Staff members to prevent, identify, and respond to Bullying. Professional development may be informed by research and may include information on:
 - developmentally (or age-) appropriate strategies to prevent Bullying.
 - developmentally (or age-) appropriate strategies for immediate, effective interventions to stop Bullying incidents.
 - information regarding the complex interaction and power differential that can take place between and among a Perpetrator, Victim, and witnesses to the Bullying.
 - research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the School environment;
 - information on the incidence and nature of Cyber-Bullying; and
 - Internet safety issues as they relate to Cyber-Bullying.

Professional development will also address ways to prevent and respond to Bullying or Retaliation for students with disabilities and other groups identified as particularly vulnerable to bullying.

D. Access to Resources and Services

1. Identifying resources: Saint Paul employs three School Counselors who are professionally trained to provide counseling and other services for Victims, Perpetrators, and their families. A Student Services Team, consisting the School Counseling Staff, Administrators, Academic Success Coordinator, and Director of Enrollment meets monthly to discuss at-risk students, focus on early intervention, recommend Staff members to the administration to recruit in creating a positive School environment, identify service gaps, and make recommendations for building capacity to provide service through both internal and external resources.
2. Counseling and other services: The Director of International Students is a former DCF employee who has established a myriad of contacts with community agencies, case workers, police officers, and local hospitals. The Director is a full-time School employee and member of the School Counseling staff. The Director of International Students is in contact with other agencies to ensure that culturally and linguistically appropriate preventative programs. Saint Paul relies on the Student Services Team to design and implement safety plans for Victims of Bullying and Retaliation; the Campus Ministry Team to develop educational, spiritual and intervention curricula to prevent Bullying; the School Counseling staff to provide counseling

to Victims, students exhibiting Bullying behaviors and their families; and the Assistant Principal and Class Deans to implement safety plans and behavioral intervention plans in the form of writing contracts that are signed by parents and students to improve behavior. Saint Paul may require counseling at school and external counselors, psychologists, and/or psychiatrists as a condition for continued enrollment and in most cases may request parents/guardians to sign a release to allow School Counselors to be in communication with outside community counselors to best serve our students.

3. Students with disabilities: If Saint Paul determines that students with disabilities may be vulnerable to Bullying, harassment, or teasing because of his/her disability, the School will utilize educational, counseling, and spiritual measures to provide students with disabilities and their peers with skills to prevent, avoid, and respond to Bullying. The School will also encourage students with disabilities to establish relationships with faculty members to provide additional support and comfort in order to make it more likely that a report of Bullying will be made.
4. Referral to outside services: After the assessment of Bullying incidents, School counselors will provide a list of local agencies, counselors, psychologists, psychiatrists, and youth programs that provide services that are age appropriate for both Bullying Victims and Perpetrators. Additionally, the Assistant Principal will provide all families with materials provided by the District Attorney's Office that include a list of services available in the community.

F. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.

1. Reporting Bullying or Retaliation: Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member, including, but not limited to, an educator, administrator, school nurse, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, is required to report immediately to the Assistant Principal any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan as Exhibit A), a dedicated mailing address (Saint Paul, Att. Mr. St. John/Bullying Report, 144 Granite Street, Worcester, MA 01604), and an email address (bullyingreport@saintpaulknights.org).
 1. Use of an Incident Reporting Form is not required as a condition of making a report. The School will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians, or advise them that such is available on the school web site; 2) make it available in the Main Office, the School Counseling Office, the Nurse's Office, and other locations determined by the Assistant Principal or

designee; and 3) post it on the School's website pursuant to Mass. Gen. Laws Chapter 71, Sec. 370(e)(3). The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

2. At the beginning of each School year, the School will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies and procedures for reporting acts of Bullying and Retaliation.
3. Pursuant to Mass. Gen. Laws Chapter 71, Sec. 370(e)(1): Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.
4. A description of the reporting procedures and resources, including the name and contact information of the Assistant Principal, to the extent, if at all, not set forth in this Plan, will be incorporated in student and Staff handbooks, on the School website, and in other information about the Plan that is made available to parents and guardians.

Reporting by Staff

A Saint Paul staff member, including, but not limited to, an educator, administrator, school nurse, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall report immediately to the Assistant Principal or designee when he/she witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Assistant Principal does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavioral management and discipline as defined in the Student/Parent Handbook.

Reporting by Students, Parents or Guardians, and Others

Saint Paul expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Assistant Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Perpetrator solely based on an anonymous report. Students, parents or guardians, and others may request assistance from a Staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of Bullying with a Staff member, or with the Assistant Principal.

2. Responding to a report of Bullying or Retaliation.
 - A. Safety

Before fully investigating the allegations of Bullying or Retaliation, the Assistant Principal will take steps to assess the need to restore a sense of safety to the alleged Victim and/or to protect the alleged Victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the Victim and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a "safe person" for the Victim; and altering the Perpetrator's schedule and access to the Victim. The Principal or designee will take additional steps to promote safety during and after the investigation, as necessary.

The Assistant Principal will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the witness/reporter and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a “safe person” for the witness/reporter; and altering the Perpetrator’s schedule and access to the witness/reporter. The Assistant Principal will take additional steps to promote safety during and after the investigation, as necessary.

B. Obligations to Notify Others

a. Notice to parents or guardians: Upon determining that Bullying or Retaliation has occurred, the Assistant Principal will promptly notify the parents or guardians of the Victim and the Perpetrator of this, and of the procedures for responding to it. There may be circumstances in which the Assistant Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00 and with the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school.

b. Notice to Another School: If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Principal or designee of the school first informed of the incident will promptly notify by telephone the Principal or designee of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement: At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Assistant Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator, the Assistant Principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator.

In making this determination, the Assistant Principal will, consistent with the Plan and with applicable School policies and procedures, consult with the School resource officer, if any, and other individuals the Assistant Principal deems appropriate (including, but not limited to, the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese).

C. Investigation.

The Assistant Principal will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation, the Assistant Principal will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Assistant Principal (or whoever else is involved in conducting the investigation) will remind the alleged Perpetrator, Victim, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Assistant Principal, other Staff members as determined by the Assistant Principal, and in consultation with the School counselor, as appropriate. To the extent practicable and given his/her obligation to investigate and address the matter, the Assistant Principal will maintain confidentiality during the investigative process. The Assistant Principal will maintain a written record of the investigation.

Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. If necessary, the Assistant Principal will consult with the Principal, the Assistant Superintendent, and Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese, about the investigation.

D. Determinations.

The Assistant Principal will decide based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Assistant Principal will take steps reasonably calculated to prevent recurrence and to ensure that the Victim is not restricted in participating in School or in benefiting from School activities. The Assistant Principal will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Assistant Principal may choose to consult with the students' teacher(s) and/or School counselor, and the Victim's or Perpetrator's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional social skills development.

The Assistant Principal will promptly notify the parents or guardians of the Victim and the Perpetrator about the results of the investigation and, if Bullying or Retaliation is found, what action is being taken to prevent further acts of Bullying or Retaliation. All notice to parents must comply with applicable Massachusetts and federal privacy laws and regulations, including the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school. Because of the legal requirements regarding the confidentiality of student records, the Assistant Principal cannot report specific information to the Victim's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the Victim must be aware of in order to report violations.

E. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the Assistant Principal determining that Bullying or Retaliation has occurred, the law requires that Saint Paul use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Mass. Gen. Laws. Ch. 71, Section 37O (d)(v). Skill-building approaches that the Principal or designee may consider include:

- offering individualized skill-building sessions based on the School's anti-Bullying curricula.
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate School personnel.
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals.
- meeting with parents and guardians to engage parental support and to reinforce the anti-Bullying curricula and social skills building activities at home.
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the Assistant Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Assistant Principal, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the Saint Paul Conduct Hearing Board process outlined in this Student and Family Handbook.

Disciplinary procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in conjunction with Massachusetts laws regarding student discipline, to the extent either is applicable to a Catholic, non-public school.

Due to the serious nature of the Bullying, Cyber-bullying and Retaliation, significant time and resources will be spent to address all reports. If the Assistant Principal determines that a student knowingly makes a false accusation of Bullying, Cyber-bullying, or Retaliation, they may face disciplinary sanctions that may include suspension and/or expulsion.

3. Promoting Safety for Victim and Others

The Assistant Principal will consider what adjustments, if any, are needed in the School environment to enhance the Victim's sense of safety and that of others as well. One strategy that the Assistant Principal may use is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the Victim to determine whether there has been a recurrence of the prohibited conduct and whether additional

supportive measures are needed. If so, the Principal or designee will work with appropriate School Staff to implement them immediately.

G. Collaboration with Families

1. Parent education and resources: Saint Paul engages and collaborates with students' families to increase its capacity to prevent and respond to bullying. The Assistant Principal holds class meetings with all students on the first day of school and reviews the Bullying Prevention and Intervention Plan in age appropriate language. Students are encouraged and expected to discuss this topic with the parents/guardians. Each year, by the end of the first full week of school all students and parents are required to sign that they have read, understood and discussed the Bullying Prevention and Intervention Plan at home. Each year, Saint Paul seeks to offer educational programs for parents and guardians that are focused on the parental components of the anti-Bullying curricula and any social competency curricula used by the School. This includes programs designed to understand the dynamics of Bullying, online safety and Cyber-Bullying.
2. Notification requirements: The School will send parents/guardians written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy or in electronic format on the school web site, provided notice of such availability on the web site is given by hard copy, and will be available in the language(s) most prevalent among parents or guardians.

Saint Paul will post the Plan and related information on its website as mandated by Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3).

H. Relationship to Other Laws

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or School policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action in accordance with the School's contract with the parents, guardians and students and/or under applicable law or the School's policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior, subject to Mass. Gen. Laws Chapter 71, Section 37O (d)(v)'s provision that such disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.

In no event should the Plan be construed in any way so as to limit or modify the obligation of mandated reporters to timely make required so-called 51A Reports where required by M.G.L. Chapter 119, Section 51A et seq. as same may be amended from time to time or any successor statute to same.

I. Harassment Prevention

Harassment is a crime under federal and state law (Title VI, 42 U.S.C. § 2000d; Title IX, 20 U.S.C. §1681; 29 U.S.C. § 794, §504; M.G.L. Ch. 265, §13A, 13B, 13B ½, 43, 43A; M.G.L. Ch. 269, §14A; M.G.L. Ch. 272, §40; and M.G.L. Ch. 275, §2). Harassment is unwelcome conduct, whether verbal or physical, that is

based on race, color, national origin, sex, sexual orientation, religion, gender identity, age, or disability that creates a hostile school environment. A hostile environment is defined by the victim, but is not limited to conduct that is sufficiently

- severe,
- pervasive, or
- persistent

such as it denies, or limits, the ability of an individual to participate in, or benefit from the services, activities or privileges offered by Saint Paul. It is any action that is designed to demean, intimidate, or interferes with the student's academic performance.

Catholic teaching promotes the concept of solidarity, or the idea that all human beings form one human family and are interconnected to each other. Therefore, the Saint Paul community is welcoming to all students. Any student who feels he/she has been harassed, should immediately report it to a teacher, counselor or administrator he or she feels comfortable with confiding in. Confidentiality will be honored. In addition to school rules there are state and federal laws which protect students against aggressive and harassing behavior. We are required by Massachusetts State Law to contact the parents of both parties involved in a harassment incident. In addition the police may be notified. We take the protection of our young peoples' emotional and physical well-being seriously. The harasser will be immediately removed from the school and the process as outlined in this Handbook will be enacted leading to a possible recommendation of expulsion from the Conduct Hearing Board.

J. Hazing Prevention

Hazing is defined as any conduct which is used to initiate a prospective member into a student organization or team whether on public or private property. Such behavior has the potential to endanger the student physically or mentally. Hazing includes but is not limited to beating, branding, forced consumption of alcohol or drinking, deprivation of sleep, and intentional isolation of an individual.

Should a student be subjected to hazing, he/she is to contact a teacher, coach, counselor or administrator.

All students must sign an Anti-Hazing/Bullying contract each fall and it is kept on file at the school.

Any incident where a student is involved in hazing another student will result in the process as outlined in this Handbook will be enacted leading to a possible recommendation of expulsion from the Conduct Hearing Board.

K. Abuse or Neglect of Minors

Saint Paul is committed to protecting the safety and welfare of its students and to providing a safe learning environment. Recognizing that youngsters can be abused or neglected in their home environment, the law obligates teachers, guidance counselors, and other professional staff to report suspected abuse or neglect. Saint Paul has implemented procedures for reporting suspected incidents to the Department of Children and Families (DCF) and other appropriate officials. The school has also

adopted procedures for emergency intervention to protect any student at risk. Teachers have been instructed to make referrals to the Student Services Team (SST).

Saint Paul strictly prohibits any form of abuse of a student by any employee of the school. In addition to mandatory reporting of any suspected abuse of a student by an employee to DCF, any suspected or reported incidents will be thoroughly investigated by Administration and appropriate action taken. In all cases, the safety and well-being of students are the school's first priority, with due regard for the rights of any individual against whom an accusation is made.

In addition, this policy includes education of employees and students about the problem of abuse and neglect and about school policies designed to assure the safety and protection of students. All employees are required to sign the Diocese of Worcester Code of Ministerial Conduct. Any incident of abuse or neglect should be immediately reported to either the Principal or the Assistant Superintendent.

IX. SAFETY

A. Emergency Plans

The school is prepared to ensure the safety of your child. There are plans in place to deal with a myriad of situations. The various scenarios are practiced in our school and the students take these procedures very seriously. There are posted instructions in each classroom which indicates the nearest exit in case of fire. Students are requested to remain quiet throughout the fire drills and to walk silently and swiftly in single file to the pre-designated area. Students are instructed by school staff in the event of a standstill or lockdown.

In case of an emergency, alarms will ring repeatedly. Whenever the signal is given, the presumption is that an emergency exists. During an evacuation or an evacuation drill no one is to remain in the building; no one is to delay in order to go to a locker or put on a coat. Once in an assigned area, students should line up quickly so attendance can be taken. The "Return to Class" will be signaled by word of mouth. Ignore the routine ringing of the bell according to schedule.

B. Student Conduct

During any movement of large numbers of students, whether it be an actual emergency, a fire drill or even the movement to school liturgies, students should be silent and attentive. In the event of an emergency or the preparation for such, silence is vital to the dissemination of information and directions. In the case of movement to liturgy, the creation of a sacred, prayerful space needs to begin before entry. Silence also allows for a more orderly movement of large crowds.

C. Weapons

Students who are in possession of a weapon (as defined by M.G.L. Ch. 269 , §10, J; M.G.L. Ch. 71, §37 H and only as applicable to Catholic schools) on the Saint Paul campus, while riding the bus or at any school related function will be expelled from the school. Weapons will be turned over to law enforcement.

D. Visitors

For the safety and well-being of our students, staff, faculty, and administration we request all visitors report to the Main Office for a visitor pass. If a student notices a visitor on the campus who does not have a visitor pass, he/she should immediately report this to a teacher or administrator.

Students are not allowed to have guests at school functions unless otherwise expressly permitted by the Assistant Principal for Student Life. Typically, guests are allowed at performances, athletic events, and school dances. Guests at social events such as dances must be approved by Administration and appropriate forms will be made available. The Saint Paul student is responsible for their guest's actions at events. If a guest violates any policy in this Handbook, the student may be held accountable for the actions of their guest. Additionally, and where appropriate, parents of the Saint Paul student and of the guest may be notified when a violation occurs. If the guest is a middle or high school student, their school may also be notified.

X. FACILITIES

A. Buildings and Grounds

Saint Paul is a closed campus with buildings open between 6:45 a.m. and 4:00 p.m. Students are not permitted to leave campus during the school day and are always expected to carry their Student ID Card. Unless properly supervised by a member of the faculty, students may not use classrooms, computer rooms, studios, or laboratories at any time.

All members of the community have a responsibility to be good stewards of buildings and grounds resources. Any student who defaces or damages any of our facilities will be subject to disciplinary sanctions as well as potential financial obligations for repairs. Led by our Maintenance Staff, the school community strives to maintain a clean campus at all times. The cooperation of all students is asked in helping to keep the campus and school buildings clean and in good condition.

The Gymnasium is open by request of the Athletic Director. Gym shoes only are to be worn at all times on the basketball floor.

The weight room is open by scheduling with the Athletic Director. A coach and/or faculty moderator must be present for student use.

Athletic locker rooms are opened only by the Athletic Director and Coaches. Students should be in athletic rooms only during designated times and should not remove equipment without the express permission of the coach. Use of athletic equipment outside of the gym or fields is strictly prohibited.

Fields are for the use of athletic teams and are scheduled by the Athletic Director and are only to be used when permitted.

In all of the school facilities, students are expected to help keep them clean, neat and orderly. In addition to regular discipline, failure to do so could lead to a suspension of a student's privileges in a particular area. Food and beverages are not permitted outside the cafeteria. If a student is drinking or eating outside of the café, he will face disciplinary sanctions to be determined by the Office of Student Affairs.

B. Lockers

All lockers made available for student use on the school premises, including lockers located in the hallways and athletic dressing rooms are the property of the school. Lockers are not to be used to store items that are forbidden by state law or school rules. The school is co-tenant of all lockers and retains the right to inspect any locker and its contents to insure that the locker is being used in accordance with its intended purpose and/or to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials, such as weapons, illegal drugs, or alcohol. Only school-issued locks are to be used on school lockers. All other locks will be removed at the student's expense. Lockers are assigned and are not to be switched. Students, who do not lock their lockers, run the risk of having their personal belongings stolen. Students should not give their locker combination to any other student. Administration reserves the right to inspect the lockers of our students at any time. Any student found with graffiti, or a damaged locker, will be charged a fee for repair and/or painting.

C. Theft, Trespassing, and Vandalism

The physical building and property is our home away from home. It is our private property. Anyone caught stealing the personal property of others or intentional vandalizing the property or entering the building or grounds during non-school hours will be asked to withdraw from the school. Senior "pranks" that include theft, trespassing or vandalism, will be treated with the same sanction.

D. Posters and Fliers

All students must register postings in the Office of Student Life and all flyers or posters need to be approved (and stamped) prior to posting. Students may only post flyers and the like on the designated bulletin boards around campus. Students may not post anything on painted surfaces nor should students post over other flyers and posters. Students are responsible for removing all improperly posted materials or materials that are outdated immediately and should respect school property and policies when posting materials.

E. Roller skates, Rollerblades, Skateboards, Scooters

The use of skateboards, roller blades, roller skates and scooters (electric or otherwise) is prohibited on campus at all times. Violation will result in confiscation and disciplinary sanctions.

F. Parking and Transportation

No student will be permitted to bring a car to school unless he/she has a valid on-campus parking permit. Applications for parking permits are first made available during the first two weeks of the academic year. Please fill out the Parking Application in the Office of Student Life. There is no parking fee. Students must properly display their parking pass on their rear-view mirror and are only permitted to park in the designated student parking lot. Spaces are not reserved or reservable. Parking on campus is a privilege and not a right. Students who do not properly display their pass, do not park in approved student parking locations, violate speed limits, or act in a way that is unsafe may have their parking privilege removed.

Students who live in Worcester and have filled out the Private Bus Transportation form are eligible to take the bus to and from school. The bus routes are published on the Worcester Public School's website in late August.

Students that require bussing should seek information from the Main Office or sign up for Worcester School Bus transportation at:

TransApp.worcesterschools.org

Students should refer to Section VII: Letter D: CONDUCT ON SCHOOL TRANSPORTATION for expectations of appropriate behavior.

Students are reminded that the campus is also off-limits in the evening hours. Students may attend scheduled events on campus at night, but they are restricted to that area where the event is scheduled.

G. Lost and Found

Valuable lost or found items are to be reported or returned to the Main Office. Saint Paul cannot be responsible for items or valuables left unattended in classrooms, hallways, locker rooms, athletic areas or elsewhere on campus. Students should never leave his/her locker unlocked.

If a student is missing a personal item, he should check the "Lost and Found" in the Main Office. Articles that remain in the "Lost and Found" for more than 10 school days will be donated to local charities. Students should refrain from bringing large amounts of money or valuables to school and always attempt to keep their belongings safe and secure. Students should also put their name in all their belongings including books, calculators, phones, computers, iPads and other school supplies and clothing.

XI. TECHNOLOGY

A. Acceptable Use Policy

Saint Paul Diocesan Jr./Sr. High School expects technological resources to be used consistent with a high moral standard and responsible scholarly purpose. These technology resources are provided for the sole use of students, faculty, staff and administrators of Saint Paul. These resources include, but are not limited to computers, monitors, printers, projectors, scanners, mobile devices, multimedia equipment, access to the Internet, use of the school website, the school email system, the school portal accounts, and any other technology provided by Saint Paul. These guidelines apply to all resources that may be locally or remotely accessed. Furthermore, remote access (any location not on the campus) implies that Saint Paul users will not allow any other person to access or use Saint Paul computer resources.

It is important to understand that access to all technology resources is a privilege, not a right. Please note the Administration reserves the right to review students' computer files and communications to ensure its users are also in compliance with Diocesan policy. The ultimate responsibility for appropriate use of the Internet and Saint Paul resources lies with the user of these re-sources.

B. Saint Paul Technology Resources

Students are granted use of Saint Paul's Technology Resources upon their re-turn of a SPD AUP Agreement signed by both the student and his/her parent/guardian. This policy is written to work in tandem with the school's Bullying Prevention and Intervention Policy.

1. Students are provided with a school email address. This is the only email address Saint Paul administrators, faculty, and staff will use to email a student. As such, students are required to check it regularly.
2. Passwords, personal information, and an individual's identity are confidential. Students should protect their own passwords and respect the confidentiality of others. Computer, mobile device, email, Internet, and Intranet users shall respect the privacy of other users on and off campus.
3. Saint Paul has implemented Firewall Security for the protection of the infra-structure and its users. Any attempts to defeat system protections through VPN gateways, Hacking or any other means will result in serious disciplinary sanctions.
4. The spirit and letter of all student handbook rules also apply to the use of electronic media within or beyond the Saint Paul community.
5. Students must comply with copyright laws and the provisions for license agreements that apply to software, printed and electronic materials, graphics, multimedia, and all other technology resources licensed to and purchased by Saint Paul Junior-Senior High School or accessible over network resources provided by the school. This commitment to rights and responsibilities requires respect for and compliance with terms of use, copyright laws, and license agreements that pertain to all of the materials used and accessed. The school upholds the standard of careful stewardship of school property and the property of others.
6. Students will respect and safeguard the integrity of the network, computer systems and hardware.
7. Appropriate on campus use of a laptop, tablet or phone includes visibility (desk or tabletop). Gaming, watching videos or any activity deemed not of an academic nature is not permitted without teacher permission.
8. Use of technology resources must be in support of curriculum/research and must reflect the accepted standards expressed in the school's Mission Statement. Purposefully accessing pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Saint Paul or the infrastructure is prohibited.
9. Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
10. Software or hardware should not be installed on any computer at Saint Paul without the written approval of and under the supervision of the Director of Technology.
11. It is strongly recommended that users connected to the Internet should not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or member of the Technology Department.
12. No personal wireless or hardwired devices, such as laptops, tablets, PDAs, video cameras, video/telephone cameras (phones must be turned off during classes) shall be hardwired or wirelessly connected to the Saint Paul network without the written consent of the Director of Technology, and/or their designee. Furthermore, in order for any wireless or hardwired devices to receive permission to attach to the network, it must meet the requirements of the

Technology Department in the area of operating system and virus protection. Violations of this rule may result in confiscation of the user's equipment and disciplinary action.

13. Students have access to computers in several locations. Additional rules for use in each location will be established by teachers supervising that area. No students should use a computer in those areas without first gaining permission.
14. Food and/or beverages are not permitted in any Computer Labs or in any area where computers are located on campus.

C. Disclaimer

Saint Paul will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the computer or mobile device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the computer accepts personal responsibility for actions on the Internet.

D. Vandalism

Vandalism will result in immediate disciplinary action by the Assistant Principal. Vandalism is defined as any malicious attempt to harm or destroy any part of Saint Paul's or someone else's technology resource. This includes, but is not limited to, uploading, creating, transmitting computer viruses or "hacking" into any part of the SPD network or system. This also includes but is not limited to all operating systems, student and administrative files, and any other private files of the SPD network.

E. Personal Electronic Equipment

Saint Paul students are entrusted and expected to use technology in a manner consistent with the school's values. Students are welcome to use their personal devices (laptops, tablets, smartphones) to access the wireless network with the requirement that they abide by all school protections (firewall, webfilters). The school network is to be used for educational purposes only.

F. Appropriate Use

It is within the teachers' professional judgment to create classroom policies that create an appropriate learning atmosphere that includes technology. If a student is allowed to use a personal device, such as a tablet, it is the student's responsibility to use the device appropriately, maintaining the standards established in this handbook.

1. Cell Phones

Students are not permitted to use their cell phones in class unless given explicit permission from a teacher to use their device as an instructional tool. Cell phone use is otherwise only permitted during lunch in the cafeteria. It is against Massachusetts Law to take video, photographs, or audio recordings of others without their express verbal or written permission. Violation of this law will result in loss of cell phone privileges and further disciplinary sanction. Violating this Cell Phone policy may result in a teacher or member of the administration confiscating a student's cell phone and securing it in the Main Office safe for the rest of the school day. Failure to comply and turn over the device will result in further disciplinary sanction including loss of cell phone privilege. Parents

needing to communicate with their kids during the school day are re-quired to call the Main Office and not try to reach their student on their personal cell phone as it may lead to their violating of this policy.

2. iPads, Tablets and Laptops

Tablets and laptops are allowed on campus for educational purposes with teacher permission. Students are responsible for keeping the device in good working order (fully charged, up-to-date with apps and books required for class) each school day. Use of these devices in class is at teacher discretion. A student should have his/her name engraved on the device for easy identification and employ strong password and security settings. iPads/tablets cannot be used at lunch (11:00 a.m.- 12:30 p.m.) in the cafeteria. If an iPad/tablet is a dis-traction or a disruption, students will be held accountable per code of conduct.

3. Books

Each student must own a complete set of books on the first day of class. Students are advised to check ISBN numbers to ensure purchasing of the correct books and editions. Teachers may permit at their discretion use of electronic textbooks by students in their classes. Students should check with teachers prior to making any purchases that they will be allowed to use an electronic book.

4. Photos and Video

Despite the wide proliferation of apps such as SnapChat, YouTube and Vine, it is illegal to videotape or audiotape anyone secretly in Massachusetts (M.G.L. Ch. 272, § 99). Therefore, we must protect and respect the privacy of everyone at SPD. No one is allowed to use any camera, video camera, smart phone or any other electronic device to take any photo(s) or video(s) of any student, faculty member, administrator, staff and any other personnel on campus at any time without written permission of each individual and the school's administration. A student is never allowed to upload content from photo or video obtained without permission to any web site or social network. This policy includes all school activities and events, from the classroom to the athletic fields and stage, etc. Doing so will result in significant disciplinary sanctions, such as suspension or expulsion. v. Social Media 48 Participation in any form of Social Media i.e. Facebook and Twitter is prohibited on campus during the school day. Students may not "friend" or otherwise communicate or attempt to communicate with their teachers or any other employee of Saint Paul Junior Senior High School using social media. When using social media outside of school, students are expected to adhere to the Acceptable Use Policy. Student use of social media, including wikis, blogs and photo and video sharing sites, should conform to the values of Saint Paul. Students should have no expectation of privacy when using social media and should be mindful of what they post online; students should be aware that their digital footprints are very public. Students should never post anything online that they would not want their peers, friends, parents, teachers, administrators or other members of the SPD community to see and/or read. Every student must understand that his/her online identity is an extension of him/herself and what is inappropriate in school is also inappropriate online. Users making inappropriate reference about the school and/or its students, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by the school and could include suspension or expulsion.

Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited and could include suspension or expulsion

5. Locker Rooms

Locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals and are a school facility where an individual has an expectation of privacy. Under no circumstances can a person use a camera, video recorder, cell/smart phone or other recording device in the locker room. iPads, tablets, iPhones, smart phones or any other device with video and photo technologies are not allowed in the locker rooms. All such devices should be stored in the student's school locker during the time when the locker rooms are in use. This policy also extends to protecting the privacy of individuals elsewhere in the school facilities where an expectation of privacy exists such as bathrooms or changing rooms. Anyone who violates this policy shall be subject to school disciplinary action.

G. Use of Physical Likeness

Like all private schools, Saint Paul by necessity maintains an active program to market the school and its programs. Photographs, videos, etc. are an essential part of any school's marketing efforts. By virtue of their student's enrollment at Saint Paul, parents consent to the reproduction and use of their and/or their son's/daughter's physical likeness in any marketing materials, including but not limited to still camera photographs, retail packaging, print advertising, Internet marketing, CD-ROM, DVD, and/or TV commercials, etc. Saint Paul regularly publicizes student awards and achievements to local media. This includes sending press releases, with photos and other relevant information, to local newspapers regarding the honor roll, awards, outstanding extra-curricular performance and other accomplishments. Public recognition of your student's achievements is a proven way to build confidence in their ability and exemplifies for others the value of an Saint Paul education. If for some reason, you wish us NOT to publicize news and/or use any likeness of your student, please contact the administration in writing, by September 18, 2020. If there is no re-request made, we will infer your consent.

H. Visual Identity System and Guidelines

The school's name (Saint Paul Diocesan Junior-Senior High School and any variations thereon, such as, Saint Paul, Saint Paul), its seal, logos, school colors, etc. symbolize to the public who we are and for what we stand and, as such, constitute the school's Visual Identity System. To ensure the integrity of the Visual Identity System, the school community is advised of, and must comply with, the following:

Saint Paul's Visual Identity System is designed to (1) protect the school's brand and sub-brands and all graphic and/or textual representations of the brand and sub-brands, and (2) to provide a set of guidelines for the proper use thereof (Visual Identity Style Guidelines are available below).

- All aspects of Saint Paul's Visual Identity System (including but not limited to symbols, logos, the school's seal, the school's name, etc.) are protected by laws governing the use and protection of intellectual property.
- No person may use any element of Saint Paul's Visual Identity System without the express written permission of the Director of Athletics (for items, applications or purposes of an athletic nature) or the Assistant Principal for Student Life (for all other items, applications and

- purposes). Any permitted use must comply in all aspects with the Visual Identity Style Guidelines.
- Any person seeking to procure the creation and/or production of any item(s) for flagship, materials, community builders, fundraisers, or community connectors, or other purposes, bearing any element of the Visual Identity System must first secure the express written permission of either the Director of Athletics or the Assistant Principal for Student Life, as appropriate. Any permitted use must comply in all aspects with the Visual Identity Style Guidelines.
 - Saint Paul will undertake all lawful and appropriate means to guard against unauthorized use of any element(s) of the school's Visual Identity System

XII. ATHLETICS

A. Participation

Athletics serve as a unifying link between academic and social activities. Saint Paul offers many varsity and junior varsity sports. To compliment the academic and extracurricular activity programs offered at Saint Paul, interested students are encouraged to participate in athletics. All students must have a physical examination form to compete in athletics. In order to tryout for any athletic team, the student must present three items to the coach before the beginning of tryouts:

1. A physical form signed by the student's family doctor indicating that a physical exam has been performed in the past twelve months and the student has been cleared to participate as a result of this examination.
2. A parental permission form is required. This form can be downloaded from the athletic department's web page or procured from Athletic Director James Manzello.
3. A Concussion in Sports Certification is required. The MIAA has made the Concussion in Sports Certification mandatory for all players and parents. The link for the concussion course can be found at <http://nfhslearn.com> to complete the course. Students and parents must complete the course on-line, print out the certificate of completion, and bring the certificate to the coach.

Saint Paul's Concussion Policy may be obtained by contacting Mr. Manzello at jmanzello@saintpaulknights.org.

The following are the rules regarding eligibility for either athletics or extracurricular activities at Saint Paul:

1. See the section on Academic Probation and Disciplinary Probation which supersedes any eligibility criteria listed here, for any student on Academic Probation.
2. Students who fail two or more subjects for any given marking period or fail two or more subjects for the year, will be ineligible to participate in any athletic program or extracurricular activity at Saint Paul until the release of grades for the next marking period.
3. Students who fail two or more subjects for the year and fail to make up the courses in the summer will be ineligible to participate in athletics or extracurricular activities in the fall.
4. For purposes of this section, all incomplete grades will be treated as failures until they are successfully made up.

5. Nothing in this rule shall be construed to contradict in any way the eligibility rules of the Massachusetts Interscholastic Athletic Association (MIAA).
6. As outlined in the Conduct Policies and Conduct Process sections, students may lose their privilege of participating in Athletics or Extra-curricular activities as deemed by the Assistant Principal, Class Dean, or Conduct Hearing Board as outlined in the process.
7. Students who are under suspension may not participate in any Athletics or Extracurriculars during that time.
8. See the Attendance section for policies regarding student tardiness, attendance, and dismissal and its impact on eligibility to participate in a practice, game, or extracurricular activity.

B. MIAA Membership and Penalties for Violation of Association Rules

Saint Paul is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and adheres to all rules and regulations established by the association, including the development of community service, wellness, leadership, and sportsmanship by the Athletic Department.

The Athletic Department will enforce all violations to the rules established by the MIAA. The MIAA has developed a series of penalties for athletes who commit violations of their Chemical Health Rule or Bona Fide Team Rule. Additionally, the association has established a Concussion Protocol that all member school must follow. The Athletic Director will explain all of the expectations, rules, and penalties for any violations to students and parents during team meetings.

This policy also includes products such as vaporizer pens, non-alcoholic or near beer. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for a student's use by a doctor.

This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render "guilt by association" as athletes may be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academic failures, or otherwise; the penalty will not take effect until that student is eligible to participate again.

Team coaches may also create a list of team rules and expectations that students must follow. All students and families must sign and return the Handbook Acknowledgment form. Failure to do so during the specified time period may preclude a student from participating until the form has been signed and returned. Remember that participation in Saint Paul Athletics is a privilege, not a right.

MIAA rules stipulate that no student may tryout for a sport without a completed medical consent on record at the school. The consent form must contain both the physician's signature and the signature of the student's parent or guardian.

XIII. STUDENT LIFE

Saint Paul offers a variety of clubs, organizations, and leadership activities for students to participation. Involvement in activities are highly encouraged as it enables students to connect to peers, become a

part of their school community, learn valuable skills, and develop as leaders. The following are policies and procedures related to extracurricular activities.

A. Participation

The following are the rules regarding eligibility for either athletics or extracurricular activities at Saint Paul:

1. See the section on Academic Probation and Disciplinary Probation which supersedes any eligibility criteria listed here, for any student on Academic Probation.
2. Students who fail two or more subjects for any given marking period or fail two or more subjects for the year, will be ineligible to participate in any athletic program or extracurricular activity at Saint Paul until the release of grades for the next marking period.
3. Students who fail two or more subjects for the year are ineligible to participate in athletics for the following September unless they make up the courses in the summer.
4. For purposes of this section, all incomplete grades will be treated as failures until they are successfully made up.
5. As outlined in the Conduct Policies and Conduct Process sections, students may lose their privilege of participating in Athletics or Extra-curricular activities as deemed by the Assistant Principal, Class Dean, or Conduct Hearing Board as outlined in the process.
6. Students who are under suspension may not participate in any Athletics or Extracurriculars during that time.
7. See the Attendance section for policies regarding student tardiness, attendance, and dismissal and its impact on eligibility to participate in a practice, game, or extracurricular activity.

B. Expectations of Clubs and Organizations

1. All clubs and organizations and their events/activities must be approved by the Assistant Principal for Student Life. For situations where a club may travel to an activity, Permission Slips must be signed and collected in order for students to participate. The Assistant Principal for Student Life will determine at his discretion if a Moderator and/or other school Staff or volunteers must be present at school activities.
2. Statement of inclusion: Clubs and organizations must be open to all students at Saint Paul. If space is limited and tryouts/applications are appropriate, the process for which selection takes place must be overseen by the Moderator and approved by the Assistant Principal for Student Life.
3. Hazing: See the Bullying, Harassment, and Hazing section of this Handbook. Saint Paul has zero tolerance for organizational hazing and any club found to have participated in hazing will be subject to sanctions both for the individuals involved and the club including probation, suspension, or disbandment of the club.
4. Elections: All clubs are expected to uphold a democratic process for electing leadership teams or executive boards where appropriate. As such, clubs should have a guiding document or constitution/charter that outlines the election process, among other things. Samples will be available in the Office for Student Life.

5. Marketing: Clubs are permitted to post fliers around the School, following guidelines set forth in this Handbook. Additionally, clubs are allowed to seek approval by the Assistant Principal to create social media accounts, so long as:

- The moderator approves of the accounts
- There is a demonstrated rationale for the creation and longevity of the accounts
- Password and account information is shared with the Assistant Principal
- Postings are consistent with school policies
- Content is conducive to representing our school community in a positive light

Social Media Account Request Forms are available in the Office of Student Life.

6. Starting a new club or organization: Students are able and encouraged to start new clubs. New Club Request Forms are available in the Office of Student Life. In order to seek approval, students will need to:

- Meet with the Assistant Principal for Student Life to discuss the new club and its proposed activities. The Assistant Principal will seek to determine if the club and its activities are consistent with the Mission of Saint Paul and meet other risk and legal requirements.
- Student interest is demonstrated through the completion of the Petition of Support.
- Standards for numbers of students committed to being in the club as indicated on the request form have been met.
- A moderator has been identified and has signed off on the form. The Assistant Principal is available to help students connect to potential Moderators if they need assistance.

Any club or organization found in violation of these policies can face sanctions including a probationary period, suspension, or removal of the club. The Assistant Principal for Student Life may cease any activity in his discretion that violates the school's Mission, is inconsistent with Catholic teaching, violates the policies set forth in this Handbook, or presents a safety, health, or wellness risk to members of the school community or others.

XIV. SCHOOL COUNSELING

A. MISSION

The mission of the Saint Paul School Counseling and College Counseling staff is to empower all students to reach their fullest potential. An integral component of our educational process, the counseling staff aims to facilitate our students' personal, academic, social, emotional, and spiritual development in order to help them become effective students, responsible community members, productive workers, and lifelong learners.

B. ROLES AND RESPONSIBILITIES

Our school counselors play many roles within the community which include, among others, the following:

While working on a one-to-one basis and in group settings

- Assisting students in developing attitudes, behaviors, knowledge and skills that promote identity formation, personal responsibility and self-direction
- Modeling behaviors and interpersonal skills to work and relate effectively with others
- Developing knowledge and skills for maintaining personal and psychological well being
- Instilling knowledge and skills that foster participation and positive behavior within our community

Notably, our counseling team advises students with academic difficulties, mediates social/peer adjustment, provides an intermediary between students, parents, teachers, and administrators, facilitates meetings between parents and teachers, and coordinates the post-secondary college/career planning process. Additionally, the school counseling team adjusts individual student schedules, administers school-wide standardized testing, and monitors students' progress toward graduation.

Parents are invited to seek out the advice of the counselor as often as necessary and are encouraged to attend a variety of events hosted by the Office of School Counseling. Additionally, the Office maintains an active list of outside professional counseling services that can be provided as an additional resource.

College Counseling

Beginning freshman year, Saint Paul devotes considerable time and resources to the process of advising students in the college selection process. In all individual academic planning meetings, academic preparation and the pursuit of passions and interests is stressed, so that students will be well prepared to apply to college.

Junior and senior students work with a college counselor and participate in both group and individual activities in order to learn all of the details of the application process. Additionally, we host a series of evening programs for students and parents, offering insight and step-by-step guidance on admissions and financial assistance processes.

Senior year students participate in group meetings and individual counseling sessions to insure the finer details of applying to college are understood. Our counseling staff spends considerable time writing comprehensive recommendations on behalf of our students. We also provide assistance in reviewing a student's college essay and applications, making certain that they are aware of admission requirements of each of the colleges to which they are applying.

College Visitations for Seniors

We ask that whenever possible students visit colleges during vacations and non-school days so as not to disrupt their educational process. However, recognizing the importance of these campus visits we will allow seniors the use of three (3) excused absences for the purpose of college visitations.

Students requesting an excused visit to a college must:

1. Present a note about the intended visit to the Main office from his/her parents/guardians two days prior to the absence.

2. Return a signed form or note from the College Admissions Office visited to the Saint Paul Main Office within 48 hours of the student returning to school. Without proper documentation, college visits will count as absences.

C. INTERNATIONAL STUDENTS

Saint Paul is pleased to offer admissions to International Students from countries all across the globe, including those from China, Korea, Central & South America, and Europe. We seek to honor their cultures and support them as they become immersed in an American educational environment. We value the rich diversity of cultural experience that international students bring to our institution and want them to share in the opportunities offered by secondary education and life in America.

Applicants must complete the Saint Paul International Application form for admission review. Students are required to provide original documents at the time the application is submitted. Applications will be considered if the student demonstrates better than average grades, proficiency in English, passes the reference check, and is able to provide evidence of sufficient funds to cover all expenses. Students must apply through an agency approved by Saint Paul.

I-20 Form

Upon receipt of the tuition and fee payment, Saint Paul will issue an I-20 form. The I-20 form is necessary for obtaining an F-1 student visa or for legal transfer from another institution in the United States. If, a student is unable to attend during the planned term, the I-20 must be returned with notification that the student will not be attending Saint Paul. An I-20 will be revoked for any International student who must withdraw due to academic, personal, or disciplinary issues.

Student Housing/Host Family/Travel Policies/School Rules

All international students are required to be placed into an approved host family or agency residence for the duration of the school year. Students must follow all rules and policies established by their Saint Paul approved agency and may be subject to removal from Saint Paul for violations to said policies. All international students must sign a handbook agreement form and are subject to all school rules.

Tuition for International Students may include additional fees. The additional fees allow us to support our students as they transition to student life in the United States. Tuition must be paid to the Diocese of Worcester and not through an agency.

For more information, contact International Student Director Marcus Watson at email at mwatson@saintpaulknights.org.



SAINT PAUL

DIOCESAN JR/SR HIGH SCHOOL

**144 Granite St., Worcester, MA, 01604 | (508) 753-6371 |
www.saintpaulknights.org**

The following policies are in addition to, or in place of, those set forth in the Family and Student Handbook. The purpose of this addendum is to state policies that are in place to consider the safety and well-being of all members of our school community, to allow for a school environment both in-person and virtual that is conducive to teaching and learning, and to ensure compliance with regulations and guidance set forth by the Massachusetts Department of Elementary and Secondary Education (DESE).

Attendance

Students, faculty, and staff will be required to conduct daily health screenings, and to report if they are feeling ill before arriving on campus. This reporting will be facilitated through the LiveSafe mobile app <https://www.livesafemobile.com>.

Since COVID-19 can mirror symptoms from common childhood illnesses such as bad colds, strep throat, flu, and other viruses, it is not possible for our school health office to confirm a diagnosis. Therefore, we strongly recommend that families refer to their primary care physician for advice and adhere to any recommended public health measures.

Remember, please seek medical assistance if you are not feeling well and have COVID-like symptoms such as congestion/runny nose, headache, nausea or vomiting, diarrhea, fever or chills, cough, difficulty breathing, fatigue, aches, loss of taste or smell, or a sore throat. Saint Paul will act under the direction of our school nurse(s) and follow the state's recommendations to send symptomatic children home immediately out of an abundance of caution. When in doubt, be safe and stay home!

Backpacks

Locker visits are being scheduled and will be infrequent. Therefore, backpacks will be allowed during the school day only for the duration of current social distancing guidelines. Students are not to carry illegal or unapproved school items in their backpacks. The locker visit schedule is as follows:

- Before A Period: All students will be able to visit their locker before the homeroom bell rings to start A period at 7:25am
- After B Period – Grades 7, 9, 11
- After C Period – Grades 8, 10, 12

- E period – All students can visit their locker before going to lunch. They will need their E, F, and G period books.
- End of the day – Students will be dismissed by grade to their lockers and are expected to quickly gather their belongings and follow the Before and After School policy below.

Before and After School

Students will be allowed into the building prior to homeroom no earlier than 6:30am. Students are only permitted to be in the cafeteria until 7:15am and should head to their locker and straight to A period for a prompt 7:25am start. Students are not to linger at their lockers, in hallways, or other spaces other than the cafeteria prior to reporting to A Period. After school, students are only permitted to be in the cafeteria, unless receiving extra help from a teacher or participating in an approved meeting or activity elsewhere in the building. Students being picked up on time, taking a bus, or who drive themselves are to head outside immediately upon dismissal. Cafeteria after school use is only permitted for students who are awaiting transportation. Students are only to sit in marked seats in the cafeteria facing one direction, which will be supervised by a staff member. Students who fail to comply with this policy may lose their privilege to be in the building before or after school. The school building will close promptly at 3:30pm. If the administration deems that this privilege is being abused or that managing supervision of students after school becomes unsustainable, it has the discretion to alter this policy.

Lunch

In order to maintain DESE guidelines, students must bring their own lunch and sit in a marked seat. All seats will be 6 feet apart and facing the same direction. Students must keep their masks on until seated and put them on before standing. DESE calls for students to place their mask on a napkin or paper towel. As such, students should bring one with their lunch. Students will not have access to microwaves, so are encouraged to bring a lunch that does not need to be heated. Students are to maintain order upon entering and exiting the cafeteria and follow the direction of the administrators, staff, and faculty who are supervising any given lunch period.

Masks

Per regulations set forth by DESE, all members of the Saint Paul community must wear a mask at all times while on campus except for when eating lunch as described above. Students will need to supply their own masks and are encouraged to bring a backup with them to school. Masks must be worn the moment a student exits a car, bus, or van. The only time a student is permitted to temporarily remove their mask is when they are eating or drinking during approved times to do so. Masks must be worn correctly, covering both the mouth and the nose and are to be disposable or washable. Masks must be a solid color and contain no images or words unless it is a Saint Paul logo mask. Gaiters, bandanas, and masks with valves are not permissible as replacements for a traditional mask. Exceptions to this policy will only be made when documentation from a medical provider is submitted to the school nurse and reviewed. Students who come to school without a mask or otherwise fail to comply with this policy will

be sent home, as their presence without one presents a health and safety concern for the rest of the community. Consistent refusal to comply with this policy may result in separation from Saint Paul.

Parents/Guardians and Visitors

Visitors to the school building will be restricted to essential school business only and must be scheduled in advance. Drop in visitors may be denied entry.

Parents/guardians who are dismissing a student during the school day can enter the vestibule in the front lobby and present ID. The student will be called down and signed out by the Main Office staff while the parent/guardian waits in the vestibule.

Parents/guardians wishing to meet with teachers, staff, and/or administrators will do so over Zoom or phone. Exceptions will be at the sole discretion of the administration.

All persons visiting campus must wear a mask upon exiting their vehicle and must keep the mask on at all times. Visitors without masks will be denied entry to the school.

Remote Learning Behavior

At Saint Paul, we believe students should treat a virtual class with the same regard as an in-person class and, as such, expect students to behave accordingly. Students are expected to be on time, sitting up in a place appropriate and conducive to paying attention, and fully participatory in any virtual classes with faculty. Only those students enrolled in the course are permitted to access the virtual classroom. Students who are disruptive may be removed by the faculty member and face academic penalties as deemed appropriate by the faculty member. Repeat, or more serious offenses, will be reported to the Class Dean or Assistant Principal for Student Life. Disruptions include those that happen on the video, over audio, or in the chatroom. Given that breaks are scheduled into synchronous learning days, students are not permitted to eat during a virtual class, unnecessarily move around a space, or engage in activities that would otherwise not be permissible during an in-person class. We understand that technology can fail, wi-fi access can be glitchy, and so forth. Our expectation is that students who are experiencing technical issues which prevent them from fully participating in virtual sessions communicate with their teacher(s) and/or school counselor in a timely manner.

Student Life

We believe strongly that student life through clubs and after school activities are vital to a student's experience, growth, and success. Given the complexity of DESE guidance and the fluidity of the pandemic, all activities must be approved by the Assistant Principal for Student Life. This includes club meetings. Further expectations for activities and meetings will be shared with the club leaders once a particular activity has been approved. All athletics will follow MIAA policies and guidelines. There will be no open gym after school for students until further notice and it is safe to do so.

Additionally, clubs will be encouraged to think creatively and offer virtual activities and opportunities for engagement where possible.