

# **St. Paul's Catholic School** **Parent and Student Handbook**

## **Introduction**

“The purpose of a Catholic Education is the formation of the human person in the pursuit of his ultimate end and of the good of the societies of which, as man, he is a member, and in whose obligations, as an adult he will share.”

Vatican II, Education #1

It is important that we always keep in mind we are Catholics and as such, disciples of Jesus. Bearing that in mind, it is important to note this handbook is a means of communication from the school to home and it serves as an *outline* of basic policies and guidelines. It is impossible to foresee all problems or concerns that might arise in the operation of a school such as St. Paul’s, thus, use good common sense and if you are in doubt call the school for clarification.

There are policies, regulations and services discussed in these pages. Many of these policies are created by committees, made up of parents, students, and faculty members. These policies and regulations are enforced by the teachers, staff and administration. Please read and discuss all pertinent content, paying careful attention to the dress code, with your children. Keep this handbook readily available throughout the year.

Again, the handbook is not all inclusive and there will be things not covered herein that will need to be addressed by the administration. The most current version of the Student Handbook will be available on the school website. We will do our best to keep you informed of additions or clarifications that are made throughout the year. The principal and staff of St. Paul’s School are always available to clarify any school matter.

It is our hope that this handbook will be helpful to you and that it will promote an understanding of school policies. By enrolling your child into St. Paul’s Catholic School you agree to all of these policies and guidelines.

Thank you, God Bless and have a great year.  
Mr. Scott Coulter, Principal

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**\*Revised July 2017**

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## **Contact Information**

School Office: 208-467-3601  
Backpack: 208-467-1232  
Parish Office: 208-466-7031  
School Fax: 208-467-6485

St. Paul's Catholic School Website: [nampacatholic.school](http://nampacatholic.school)  
St. Paul's Catholic Church Website: [nampacatholic.church](http://nampacatholic.church)

Mailing Address: 1515 Eighth Street South  
Nampa, ID 83651

Mr. Coulter (Principal) email: [scoulter@stpaulsnampa.org](mailto:scoulter@stpaulsnampa.org)  
Mrs. Schneehagen (Admin. Assistant) email: [mschneehagen@stpaulsnampa.org](mailto:mschneehagen@stpaulsnampa.org)

Sign up with Flocknote to receive email updates. You can find directions on the church website or call the school for assistance.

## **Mission Statement**

***St. Paul's Catholic School, in Union with Family and Church, Provides a Catholic Education that Promotes Christ-like Behavior and Ensures Individual Academic Excellence***

### **Belief Statements**

- To provide a nurturing community that supports a living faith, sacramental participation, and liturgical tradition
- To provide a quality Catholic education that enables the individual to become a contributing member of the Church and Society
- To provide a distinctively Catholic education through the integration of Catholic beliefs and values in all learning experiences
- To deliver Catholic education in partnership with the family, parish and the community as a means of developing learners who can contribute positively to Church and Society
- To teach learners in a student-centered environment that:
  - Fosters development of the whole person as an individual
  - Nurtures values, skills, and the ability to learn based on individual potential
  - Teaches communication skills effectively across all disciplines
  - Effectively delivers a broad knowledge utilizing a variety of resources
  - Promotes Christ-like behavior in all learners as a basis of school discipline
  - Provides a safe and secure learning environment in which everyone is respected as a child of God

## Schoolwide Learning Expectations (SLEs)

<p><b>Spiritual</b></p> <p><i>Our students...</i></p> <ul style="list-style-type: none"> <li>-will be charitable</li> <li>-will have a strong understanding of the Catholic faith</li> <li>-will have a strong foundation for developing a personal prayer life</li> </ul>	<p><b>Academic</b></p> <p><i>Our students...</i></p> <ul style="list-style-type: none"> <li>-will be comfortable speaking in front of others</li> <li>-will achieve or exceed state standards in all subject areas, and at all grade levels, based on their developmental level</li> <li>-will be highly prepared for advanced education</li> </ul>
<p><b>Character</b></p> <p><i>Our students...</i></p> <ul style="list-style-type: none"> <li>-will be respectful</li> <li>-will develop life-long social skills</li> <li>-will develop a sense of personal accountability</li> </ul>	<p><b>Physical Well-Being</b></p> <p><i>Our students...</i></p> <ul style="list-style-type: none"> <li>-will build a positive self-awareness</li> <li>-will understand their bodies are the temple of God</li> <li>-will develop life-long healthful habits and skills</li> </ul>

## Code of Christian Conduct Covering Students and Parents/Guardians

A student's interest in receiving a quality, moral, Catholic based education is best served when students, parents and school officials work together. As in most working relationships, differences arise. While most differences may be resolved to everybody's satisfaction, some rare instances may find it necessary to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Catholic/Christian principles of the school as determined by the school in accordance with the Diocese of Boise. These principles include, but are not limited to, all policies, principles and procedures set forth in the St. Paul's School student/parent handbook which is written in accordance with Diocesan policies.

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

The Catholic/Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school. Please feel free to make an appointment to see your student's teacher but please don't just drop in because often times that prevents the teacher from performing their duties.
2. Students and parents/guardians are encouraged to respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians behavior include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic/Christian principles of the school. Failure to follow these principles will result in a verbal or written warning to the student and or parent/guardian and will first result in disciplinary action short of the requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and or participate in parish/school activities, volunteer work, etc.)

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

*(Diocese of Boise, 1999)*

## **2017-18 Staff**

Mr. Scott Coulter	Principal
Mrs. Michelle Schneehagen	Administrative Assistant
Mrs. Cathy Barrera	Preschool/Backpack
Mrs. Mariel Doyle	Kindergarten
Mrs. Susan Sutton	First Grade
Mrs. Courtney Fitzpatrick	Second Grade
Ms. Rachelle Ressler	Third Grade
Mrs. Michelle Sarabia	Fourth Grade
Mrs. Annette Wall	Fifth Grade
Ms. Bailey Graham	Sixth Grade, Language Arts and Spanish
Mr. Michael Fischer	Seventh Grade, PE/Health and Science
Mrs. Laura Reeping	Eighth Grade, Social Studies and Religion
Mrs. Carmen Bengoa	Middle School Math and Spanish
Mrs. LeAnn Villegas	Technology and Science Olympiad
Mrs. Michelle Lewis	Title I Coordinator (Math and Reading)
Mrs. Carla Wibel	Music
Mrs. Nicole Smith	Title I Assistant
Mrs. Suzanne Nienhouse	Title I Assistant
Mrs. Cheryl Brasil	Classroom Aide/Librarian
Mrs. Wendy Burgess	Classroom Aide/Backpack
Mrs. Kathy Paulin	Child Nutrition Coordinator
Mrs. Josefina Escarzaga	School Lunch and Custodian
Ms. Mickie Berriochoa	Bookkeeper

## **School Advisory Board**

The purpose of the School Advisory Board is to define policies and to govern Catholic education in St. Paul's School. Board members meet on the second Tuesday of each month. These meetings are open to all parents, teachers and any individual interested in the school.

The 2017-18 Advisory Board Members are:

Ms. Kris Davis	President	208-250-0344
Mr. Carey Lytle	Vice President	208-466-6236
Mr. Scott P'Pool	Secretary	775-530-7533
Mr. Bill Graham		208-761-4499
Mrs. Ingrid Batey		208-697-9729
Mrs. Beth Ineck		208-880-8800
Mrs. Suzanne Nienhouse	PTO President	208-869-6653
Father Caleb Vogel	Pastor	
Mr. Scott Coulter	Principal	
Mrs. Annette Wall	Teacher Representative	

## **St. Paul's School Curriculum**

St. Paul School's curriculum is based upon the Idaho Core Standards. The areas of academic concentration are religion, reading, language arts, mathematics, science, health, and social studies. Students also receive instruction in music, art, Spanish, and physical education. Technology is integrated throughout the curriculum and students are provided instruction in keyboarding and other computer literacy skills.

### **Religious Education**

We exist as a school because of our commitment to religious education. Our primary purpose is to promote the development of a responsible Catholic lifestyle. The religious program includes the aspects of Prayer, Faith, Liturgical Life, Moral Growth, and Social Responsibilities. Students receive religious instruction daily in addition to preparation for and participation in student liturgy each Thursday.

## **Curricular and Extra-Curricular Activities**

- Altar Servers – Grades 3 – 8
- Electives - Grades 6 – 8
- Geography Bee – Grades 4 - 8
- TVCS Dances – Grades 7 & 8
- Lectors – Grades 4 – 8
- Spelling Bee – Grades 4
- Stations of the Cross – Grade 8
- Quiz Bowl – Grades 6 – 8
- Science Olympiad – Grades 6 – 8
- Student Council – Grades 4 – 8
- Crusaders Invitational Basketball Tournament - Grades 4, 5 & 6
- Hallissey Basketball Tournament Grades 7 & 8
- Nampa Invitational Track Meet – Grades 3 - 6
- St. Paul at the Areopagus Speech Contest - Grades 5 – 8
- TVCS Sports – Grades 6 – 8

## **Reports of Student Progress**

Formal reports of student progress are shared after the end of each quarter. Academic progress can also be tracked on our Student Information System. The grading periods for the 2017-2018 school year are as follows:

- First quarter ends: October 20 with conferences on October 27
- Second quarter ends: December 21
- Third quarter ends: March 16
- Fourth quarter ends: May 31

## **Standardized Testing**

The Measures of Academic Progress (MAP) is given to second through eighth grade students in the fall and the spring. The Idaho Reading Indicator is given to Kindergarten through third grade in September, December and April/May. Notice of scheduled dates and times will be posted in the school newsletter and on our website.

## Schedules

### School Day:

Morning Prayer and Flag salute (M –F outside)	7:55 am
Dismissal:	3:00 pm
Preschool Schedule:	7:55-11:00 am
Extended Day Program – Backpack	6:45 am- 6:00 pm

### Lunch Schedule:

<b>Grades</b>	<b>Lunch Time:</b>	<b>Recess Time:</b>
Backpack and Kinder	11:10 – 11:35	11:35 – 12:00
First & Second	11:05-11:25	11:25 - 11:50
Sixth, Seventh, Eighth	11:10–11:30	11:30 – 11:50
Third, Fourth, Fifth	11:40 -12:05	11:20 – 11:40

### Liturgy:

St. Paul’s Catholic School students will celebrate Mass each Thursday and on Holy Days denoted on the school calendar. We encourage parents to participate in our Mass celebrations. Please remember this does not replace attendance at Saturday evening or Sunday Mass.

### Arrival and Dismissal:

The proper safety and supervision of your child before and after school are essential. To properly ensure your child is well cared for before and after school, your cooperation in adhering to the following guidelines will be appreciated.

1. Students should be checked into Backpack if they need to arrive at school prior to 7:45 am.
2. Students should be picked-up no later than 3:10 pm, otherwise, they will be checked into Backpack. Parents will be required to pay the scheduled fee for the Backpack service. It is the responsibility of the parent to notify their children or Backpack if their children are to attend.
3. Drop students off by using 9<sup>th</sup> Street South. Please do not allow your child to cross in the middle of the block. Students are expected to follow proper safety rules at all times. Please Note: Only drop off on 9<sup>th</sup> Street along the school, but please do not park here at drop-off time.
4. Pick students up by entering the Church parking lot via 16<sup>th</sup> Ave and parking parallel, facing the school. Please keep the lane closest to the backstop open so people parked in the back can exit. At dismissal, teachers or parents will walk students to their vehicle. Exit to 9<sup>th</sup> Street South.

5. If you need to park and get out of your vehicle, please park in the line closest to the playground or on the street. This will assist in the flow of traffic during dismissal.

### **Tardiness:**

Every teacher has the right to teach without being interrupted by late-arriving students. Likewise, all students have the right to learn without being interrupted by students coming in late. Punctual arrival to school is also important in developing a strong work ethic. Please make sure your students are on time to class or they will be marked tardy or absent.

Students should be lined up with their class at 7:55 am. If a child will be late, please provide a written note or accompany your child to the office so that an admittance slip may be prepared. Students shall not be admitted to the classroom without this permit. The office will keep records of attendance, including tardiness. Students in grades 5, 6, 7 and 8 who receive an unexcused tardy the second time will serve a 30-minute after-school detention from 3:05 to 3:35 pm. Students will be considered tardy until 8:30 am. After that, they will be marked as absent. If a student goes home sick prior to 10 am, the student is documented as being absent the full day.

## **Absences and Illness**

### **Excused Absences:**

Students are expected to attend each day of school when it is in session. In the event a child is absent, the following shall occur:

1. Parents should notify the office and/or the child's teacher by 9:00 am.
2. If a parent has not notified the school of their child's absence prior to 9:00 am, the school will contact the parent/guardian to confirm the student's absence.
3. The teacher will work with the student and parent to assist in getting any work made up per classroom expectations. It is the responsibility of the student to make-up missed work.

### **Medical/Dental Appointments:**

Medical and dental appointments should, whenever possible, be made outside the school day. When an appointment can be made at no other time, requests for school absence will be honored.

### **Checking Students out for Appointments:**

Parents/guardians must report to the school office when picking up or dropping off their child for such appointments. A check-in/out sheet must be signed by the parent/guardian.

**Pre-Arranged Absences:**

Student absences due to family trips, social affairs, etc. are discouraged. For a pre-arranged absence, parents are asked to notify the school in advance so that the teacher may prepare the necessary work for the student to complete. It will be the responsibility of the student to submit their completed work in a timely manner.

**Medication:**

The school secretary, school nurse or principal will administer ALL medication (prescription or over-the-counter). If your child requires prescription medication at school, you must bring the prescription bottle with the prescription attached to the school office. You will be asked to sign a Medication Authorization Form, which will be kept on file. If you would like your child to receive an over-the-counter medication at school, you must bring the medication in the original container to the office and complete the Medication Authorization Form.

**Injuries or Illness during School:**

If a student sustains an injury or becomes ill during school, he/she must immediately report the injury or illness to the teacher, duty supervisor, or to the school's office. If the injury or illness seems in need of care, the office will contact the parents to have the child picked up. Parents may give the school permission on the Health History Form to administer over-the-counter medication for minor illnesses, such as mild headaches or upset stomach.

**Emergency Information:**

At the beginning of each school year, the parents/guardians complete an Emergency Information and Release Form with current and complete information for emergencies. The information should include the name of a friend, relative or neighbor who might be reached in your absence in case of an emergency. Any changes of emergency information must be kept updated throughout the year.

**Physical Abuse and Neglect:**

All school employees are required by Idaho law to report suspected cases of physical abuse and/or neglect.

## Procedures and Agreements

### Items from Home:

Students should not bring toys, cell phones or other non-school-related items to school without permission from the teacher. Such items can distract from the educational program within the classroom and on the playground. Administrators, teachers and staff reserve the right to confiscate cell phones or other items from a student. If this occurs, the parent must come to the office to pick up the confiscated item. Cell phone use without teacher permission is prohibited during the school day.

### Lost and Found:

To prevent loss of uniform items, please remember to mark all clothing with your child's name. Lost items may be claimed in the Lost and Found bin located in the library. At the end of each semester, unclaimed items will be taken to St. Vincent De Paul's Thrift Shop.

### Visitors:

Visitors (including parents) are asked to report to the school office and obtain a visitor or volunteer pass. Classroom visits should be scheduled with your child's teacher. Children not enrolled at St. Paul's Catholic School should not expect to visit friends or relatives at school.

### Telephone:

Only emergency calls will be delivered during school hours. Other messages will be delivered when convenient before the end of the school day. Students are able to use the school's phone only in case of emergency and with the permission of the teacher or principal.

It is the responsibility of the student to come to school prepared. The phone will not be used to contact parents about work left at home. Cell phones must be turned off during school hours; students who violate this rule may have their phone confiscated.

### Newsletter:

The weekly newsletter is delivered by *flocknote* on Wednesday afternoons by 1:00pm. The newsletter keeps parents informed of upcoming events, happenings at school and policy changes, etc. A monthly calendar and lunch calendar is available on the school website ([www.nampacatholic.school](http://www.nampacatholic.school)).

### Inclement Weather:

In case of severe weather, please listen to the local TV stations for public service announcements about school closures. **If Nampa Public School District is closed due to inclement weather then St. Paul's Catholic School will be closed as well.** On days that school is in session and there are slick or unsafe roads, attendance will be taken at 10:00 am.

**Mass Attendance:**

The student body of St. Paul’s Catholic School attends Mass every Thursday at 8:15 am at “Old St. Paul’s”, except if a Holy Day of Obligation falls on another school day of the same week. Parents are welcome and encouraged to attend student Masses. Please make sure your student follows the uniform policy for Mass Dress. Attendance at school Mass does not replace our obligation to attend Saturday evening or Sunday Mass.

**Library Fines:**

Late Book Fines.....	\$.10 a day
Lost Bar Codes.....	\$2.00
Lost Book.....	Cost of Book
Marking in the Book .....	Cost of Book
Food, Drink or Water Damage.....	\$1.00 - Cost of Book
Dirty Pages.....	\$.05 a Page
Pencil Marks.....	\$.50 a Page
Damage to Covers.....	\$1.00 - Cost of Book
Torn or Crumpled Pages.....	\$1.00 a Page

\*\*The average cost of our books is between \$5.00 and \$20.00. Your child will not be able to check out any other books until the lost one is returned or paid for. We expect that your child will be responsible for the books so that other students may enjoy them too.

**Homework Agreement:**

Homework and practice provides students with an opportunity to deepen their understanding and skills relative to content that has been presented in class. Homework in the younger grades helps to provide good study habits, foster positive attitudes toward school and communicate to students the idea that learning takes work at home as well as at school. In the upper grades, homework has shown to increase a student's GPA, provides good life skills and practice. It will also prepare them for academic expectations in high school and college. The following guidelines are recommended:

- Help set up a consistent organized place for homework to be done.
- Help your child establish either a consistent schedule for completing homework or help her create a weekly schedule on the weekend for the next school week that reflects activities of that week.
- Encourage, motivate, and prompt your child, but do not complete the homework for him. The purpose of the homework is for your child to practice and use what he has learned. If your child is consistently not able to complete his homework independently, please contact the teacher.
- If your child is practicing a skill, ask her to tell you which steps are easy for her, which are difficult, or how she is going to improve. If your child is doing a project, ask her what

knowledge she is applying in the project. If your child is consistently unable to talk about the knowledge she is practicing or using, please call the teacher.

*Although there might be exceptions, the minutes your child should spend on homework should equal approximately 10 times his/her grade level (a 2<sup>nd</sup> grade student would spend 20 minutes, a 3<sup>rd</sup> grade student, 30, and so on).*

### **Student Network & Internet Contract:**

The following Network and Internet Contract will be shared and discussed with students during the first week of school. Older students will be asked to sign a copy of the following contract:

“I understand that using the Internet and the network in school is an educational privilege. I understand that irresponsible use will result in termination of this privilege. I accept the following guidelines for appropriate use.

#### Protect & Respect Myself

I will...

- behave in a Christ-like manner that shows personal accountability.
- use the Internet for constructive, educational purposes.
- show respect for myself through my actions.
- use school-appropriate language and images on the computer.
- get teacher approval for topics I research.
- not publish my contact details or personal information in public spaces.
- report any aggressive or inappropriate behavior directed at me.
- not share my password or account details with anyone else.
- properly log in and log out.
- only use email or social media for school work and with teacher permission.
- only use chat options with teacher’s permission.
- only listen to music with the teacher’s permission.

#### Protect & Respect Others

I will...

- respect the privacy and dignity of students and teachers at all times.
- report abuse or anything that makes me feel uncomfortable.
- share only materials (including emails and images) that are appropriate.
- not bully, harass, or stalk other people online.
- not publish others’ contact details or personal information in public spaces.
- only go to sites that are related to my schoolwork.
- not use others’ passwords or logins.
- only change or modify other’s work with permission.

## Respect Copyright

I will...

- follow the copyright guidelines and cite my sources.
- request permission of the copyright holder, if necessary.
- not steal, download, or share music or other media in a manner that violates licenses.

## Protect School Property

I will...

- not access system programs or preferences.
- not vandalize by causing physical damage, reconfiguring the computer system, or destroying data.
- not bypass any filters, firewalls, or securities.
- not intentionally waste school resources.

## Limits and Liabilities

St. Paul's School makes no warranties of any kind, whether express or implied, for the service it is providing. Filtering and firewall services are provided by the diocese, but these methods are not foolproof. St. Paul's School will not be responsible for any damages suffered while on our network. These damages may include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or errors or omissions. Use of any information obtained via the information system is at your own risk. St. Paul's School specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain and consider how valid that information may be.

Material created and/or stored on the school's network, computers, or other electronics becomes the property of the school. Authorized school personnel may monitor, view, edit, review, quarantine, or delete material stored on or transmitted by the school's network. St. Paul's School reserves the right to review any material on the users' accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are appropriate.

## Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Decisions of the St. Paul's School administration regarding unacceptable computer use are final. A student's use of the Internet may be revoked, denied, or suspended at the request of faculty and staff of St. Paul's School."

## **Uniform Policy**

The purpose of the uniform policy at St. Paul's Catholic School is to help provide a safe learning environment that acknowledges the dignity of each student as well as developing pride in the school. The policy also serves to develop healthy attitudes regarding Christian modesty. For the sake of "Christian modesty," all items of clothing must fit so that when bending or moving, no skin is exposed. In general, any clothing or type of adornment (including clothing that may be considered "gang" attire) that may bring attention to ones' self is not permitted. The following is not an exhaustive list and determination of whether ones' uniform is in accordance with the policy is left to the discretion of school administration.

### **Uniform Sources:**

Uniforms can be purchased from [dennisuniform.com](http://dennisuniform.com) and [frenchtoast.com](http://frenchtoast.com). Select items of slightly used uniform items are available in the library at no cost. If you have gently used items in good condition, please donate to the closet for those who may need to add to their child's uniform wardrobe.

### **Mass Dress:**

Girls - Females of all grades are required to wear green school plaid ("MacEwen Modern") jumpers or skirts with white Peter Pan blouses (a Peter Pan blouse is a plain white button shirt with a rounded collar). A white tank top or white camisole shirt should be worn under the Peter Pan blouse in order to promote modesty. No pants, shorts, or capris are allowed for Mass dress. Hooded sweatshirts are not allowed at Mass.

Boys - Boys are required to wear pants (no shorts) and a white, button down dress shirt with a solid navy or green school plaid ("MacEwen Modern") necktie or bowtie. Hooded sweatshirts are not allowed.

**For both genders**, students can wear a red or navy school sweatshirt with embroidered school name. In addition, plain, solid colored red or navy blue cardigan sweaters and vests are allowed. A cardigan sweater is defined as a collarless, hoodless, knitted sweater that buttons down the front.

### **Blouses and Shirts:**

Preschool and kindergarten students will wear a solid red polo shirt.

Primary School Girls (Grades 1 through 5) - All shirts must be solid light blue, collared or turtleneck with sleeves (short or long sleeves). All shirts must be free of logos or decorations. Shirts and blouses are to be tucked in while inside all buildings during the school day. Shirts should not be over-sized or skin tight. Undershirts or camisoles must be solid white

and free from any decorations that are visible through shirts and blouses. Underclothing, including bra straps, should not be exposed. It is recommended that an undershirt or camisole be worn underneath blouses.

Primary School Boys (Grades 1 through 5) - All shirts must be solid light blue, collared or turtleneck with sleeves (short or long sleeves). All shirts must be free of logos or decorations. Shirts are to be tucked in while inside all buildings during the school day. Shirts should not be over-sized or skin tight. Undershirts must be solid white and free from any decorations that are visible through the shirt.

Middle School Girls (Grades 6 through 8) - All shirts must be solid white or navy blue, collared or turtleneck with sleeves. All shirts must be free of logos or decorations. Shirts and blouses are to be tucked in while inside all buildings during the school day. Shirts should not be over-sized or skin tight. Undershirts or camisoles must be solid white and free from any decorations that are visible through shirts and blouses. Underclothing, including bra straps, should not be exposed. Undershirts or camisoles must be worn underneath blouses.

Middle School Boys (Grades 6 through 8) - All shirts must be solid white or navy blue, collared, or turtleneck with sleeves. All shirts must be free of logos or decorations. Shirts are to be tucked in while inside all buildings during the school day. Shirts should not be over-sized or skin tight. Undershirts must be solid white and free from any decorations that are visible through the shirt.

**Pants/Shorts/Capris:**

"Capris" are defined as pants that are as long as the general mid-calf area.

"Shorts" must be no shorter than two inches above the top of the kneecap and no longer than the center of the knee cap while in a standing position. Shorts are not allowed from Thanksgiving Break through Spring Break.

Primary School Girls - Pants, shorts, and capris must be solid navy colored. They should not expose the student in any way when in any position. Pants, shorts, or capris with name brands, pockets or embroidery on the legs, cargo pants, skintight pants, baggy pants, sweats/jogging pants, or chains are prohibited. Acceptable fabrics include: cotton, cotton/polyester blends, corduroy, or polyester.

Primary School Boys - Pants and shorts must be solid navy colored. They should not expose the student in any way when in any position. Pants or shorts with name brands, pockets or embroidery on the legs, cargo style, skintight or excessively baggy, sweats/jogging pants, or chains are prohibited. Acceptable fabrics include: cotton, cotton/polyester blends, corduroy, or

polyester.

Middle School Girls - Pants, shorts, and capris must be solid tan/khaki colored. They should not expose the student in any way when in any position. Pants, shorts, or capris with name brands, pockets or embroidery on the legs, cargo pants, skintight pants, baggy pants, sweats/ jogging pants, or chains are prohibited. Acceptable fabrics include: cotton, cotton/polyester blends, corduroy, or polyester.

Middle School Boys - Pants and shorts must be solid tan/khaki colored. They should not expose the student in any way when in any position. Pants or shorts with name brands, pockets or embroidery on the legs, cargo style, skintight or excessively baggy, sweats/jogging pants, or chains are prohibited. Acceptable fabrics include: cotton, cotton/polyester blends, corduroy, or polyester.

### **Jumpers/Skirts/Skorts:**

Primary School Girls - Girls may wear green school plaid (“MacEwen Modern”) jumpers, navy blue skirts, or skorts. The length of these items may be as short as two inches above the top of the knee cap. Jumpers, skirts, and skorts must not expose the student in any way in any position. For the sake of modesty, girls may wear shorts under their jumpers or skirts provided that the shorts do not protrude and are not visible through these items in any way. Acceptable fabrics include: cotton, cotton/polyester blends, or polyester.

Middle School Girls - Girls may wear green school plaid (“MacEwen Modern”) jumpers, khaki skirts, or skorts. The length of these items may be as short as two inches above the top of the knee cap. Jumpers, skirts, and skorts must not expose the student in any way in any position. For the sake of modesty, girls may wear shorts under their jumpers or skirts provided that the shorts do not protrude and are not visible in any way through these items. Acceptable fabrics include: cotton, cotton/polyester blends, or polyester.

### **Sweaters/Sweatshirts:**

Students may wear solid red-, grey-, or navy-colored St. Paul’s school sweatshirts that are available for purchase through the PTO. In addition, Bishop Kelly or TVCS sweatshirts may be worn. Plain, solid-colored red or navy cardigan sweaters or sweatshirts (no hoods, collars no more than 3 inches) and vests are also allowed. Students are not allowed to wear any other form of covering (coats, jackets, or sweatshirts) in the school building.

### **Spirit Shirts:**

Spirit shirts (gray short-sleeved t-shirts with the St. Paul’s emblem on the front) are not a required uniform item. However, they are strongly encouraged for student security/identification purposes at off-site school events (e.g. field trips, end of school picnic, track meet, etc.). Spirit

shirts and shirts created by St. Paul's Catholic School (i.e. Science Olympiad, McCall Outdoor Science School, St. Patrick's Day, etc.) may also be worn on designated "spirit shirt" days. Spirit shirts can be purchased/ordered at the office. Student athletes may wear their TVCS uniform jersey on game day with a collared uniform shirt underneath and uniform school pants or school uniform shorts (navy or khaki pants or shorts).

**Socks/Tights/Hosiery:**

Socks must be worn at all times. Socks and tights must be solid white, black, brown, or navy. Middle school girls may also wear skin tone hosiery.

**Shoes:**

Students are expected to wear appropriate footwear at all times. Students play on the asphalt playground daily and proper shoes will help prevent injuries and falls. No open-toed and/or open heeled shoes like sandals or flip flops are allowed, neither are shoes with cleats or excessive platforms (no heels over 1.5 inches). Snow boots are allowed only when it is snowing, and only outside. Students must bring a pair of regular shoes to wear inside the buildings. Tennis shoes must be worn on PE days. "Light up" shoes are not permitted.

**Winter Uniform:**

From Thanksgiving break until Spring break shorts are not allowed. Skirts or skorts may only be worn with knee-high socks, tights, or footless tights (navy, black, or white only) that must reach the ankle. Socks are required with footless tights. Winter boots can be worn outside and must be replaced when in the classroom and church with athletic or dress shoes.

**Hair:**

Students are expected to maintain clean, neat, trimmed hair. Hair wraps, beading, bleached hair, or artificial hair coloring/streaking/highlighting and extreme haircuts are not allowed. Bangs must be cut above the eyebrows (out of the eyes) or pulled away from the eyebrows with barrettes/clips. Girls' hair accessories or head bands should not draw unnecessary attention. Solid colors such as navy, red, black, or brown for head bands and hair accessories are recommended and can be purchased from [dennisuniform.com](http://dennisuniform.com). Boys must be clean-shaven at all times. Boys are required to have their hair cut above the ears and not below the top of the collar of a dress shirt.

**Belts:**

Belts must be black or brown in color.

**Make-up:**

Only clear fingernail polish is permitted. No make-up shall be worn. Middle school students may wear moderate blemish cover-up only when necessary.

**Jewelry:**

Body piercing is not permitted except for stud-type earrings (one earring per ear on earlobe only) for girls. No earrings are permitted for boys. No jewelry is allowed except for jewelry with Christian religious symbols and stud-type earrings.

**Other:**

Visible body art is not permitted. Hats, bandannas, or stocking caps may not be worn in the buildings.

**Dress Pass/Spirit Day:**

**Every Friday is St. Paul's Spirit Day beginning August 25:** The Spirit Day dress for boys and girls is uniform bottoms and spirit wear tops or regular uniform top.

Use of a dress pass allows boys to wear uniform bottoms or jeans and a long or short sleeved shirt. Use of a dress pass allows girls to wear uniform bottoms or jeans as well as a dress/skirt with a long or short sleeved top. *Dress passes will not be sold, but must be earned.*

**Agreement to Follow Uniform Policy:**

All teachers and parents/guardians will review the dress code at the beginning of each new school year as there may be policy changes from year to year. ***By enrolling your child (children) at St. Paul's Catholic School, you agree to follow and adhere to the Uniform Policy and will make sure your child (children) is dressed in accordance with the policies of the school.***

## **Field Trips**

During the year, classes may benefit from school-sponsored excursions to locations away from the school grounds. Parents will be notified of upcoming field trips via a Parent Permission Form, which must be signed and returned at least **two days** prior to any student's departure on a field trip. No student will be allowed to participate in a field trip away from St. Paul's School without a signed consent form for each field trip.

### **Guidelines for Chaperones:**

1. Non-classroom students may **NOT** accompany any field trip. (i.e. younger siblings, friends, etc.). We feel this may distract from the students' ability to gain full advantage from the outing.
2. Chaperones and drivers must have completed the **"Safe Environment" requirements**.
3. Chaperones are assigned students to supervise.
4. Chaperones are to keep the assigned students with the group at all times.
5. Chaperones are to help students follow through on the expected behaviors for the activity as given by the teacher or the guide.
6. Chaperones are asked to assist in the learning process by questioning students about the presentation as appropriate.
7. Chaperones are asked to make note of students who do not comply with appropriate behavior and inform the teacher in charge.

### **Field Trip Drivers:**

The following guidelines are set for parent drivers and must be followed:

1. Drivers must be at least 21 years of age
2. Drivers must have a current Idaho Driver's license
3. Automobile insurance coverage: \$100,000 per person/\$300,000 per accident
4. Medical coverage of \$100,000 per person to cover passengers
5. Completed **"Safe Environment"** class
6. The school office must have a copy of the driver's insurance policy (stating coverage limits) AND a copy of the driver's license.

Please note: Transportation is to be provided in accordance with the purpose of the field trip. Travel must be to and from the field trip location. Students are to ride to and from the trip with the same parent.

## **Lunch Program**

The lunch schedule can be found on page 10 of this Student Handbook. The lunch menu will be in every newsletter and posted on the school website each month. Daily lunch will consist of 5 items of which each child MUST choose at least 3. These five items include a protein, a grain, a vegetable, a fruit and milk. The cost of lunch is \$2.90 per student and \$3.50 per adult. Financial assistance will be provided for those students who qualify. Applications for financial assistance are available at the school office and on the school website ([www.nampacatholic.school](http://www.nampacatholic.school)).

### **A la Cart Items:**

There are several items that can be added on to existing lunches or added to cold lunches. These items DO NOT fall under the meal parameters for the lunch assistance program, and will be charged as follows:

- \*Entrée only: \$1.50 (example: piece of pizza)
- \*Fruit Only: 50¢ will consist either a piece of fruit or a 6 oz fruit cup.
- \*Salad bar: \$2.00/plate M,W,F
- \*Fries or Tots: 50¢ subject to availability
- \*Dessert: 75¢ Sold only on Monday and Friday; included with lunch on Wednesday
- \*Milk only: 50¢ each

### **Smoothie Wednesday:**

Smoothies will be available on Wednesday morning for one dollar in Dempsey Hall. Flavors will be posted in the hallway and in the school newsletter.

### **Payment:**

Monies can be applied to each students account at the school office with cash or check. Please do not combine tuition/fee payments with payments for meals. It is very important to monitor your students' meal account balance. The St. Paul's lunch program will assess a non-refundable \$10 fee for each student account not satisfied by the last SCHOOL day of the month by 8am, at which time the balance plus the fee will be billed to your main account.

## **Extended Day Program – Backpack**

Backpack is the before and after school care program for students of St. Paul's School. Hours of operation are from 6:45 am to 6 pm on school days. Children must be three years of age and can only attend on the days they attend school, unless they have returned the reservation form. If students are on campus before 7:45 am and/or after 3:15 pm, they must remain with their parents, be involved in a school activity or signed into Backpack.

### **Entrance Requirements**

Kindergartners must be five years old on or before September 1<sup>st</sup> of the year of enrollment. At the time of registration, the following must be presented:

1. Baptismal certificate or facsimile copy
2. Certified copy of birth certificate
3. Enrollment health information with up-to-date and physician verified immunization record as set by the State of Idaho
4. Copy of school records from previously-attended school

Admittance to St. Paul's School will be based upon the following prioritization:

1. Students who have siblings currently at St. Paul's
2. Catholic families Registered and Active in St. Paul's parish
3. Catholic families not registered in St. Paul's parish but participating at another Catholic Parish
4. Non-Catholic families

The Principal and Pastor may accept any transfer student on a case-by-case basis. New and transfer students are on probationary status for the first year of attendance at St. Paul's.

### **Registration Procedures:**

Registration of students for the upcoming school year takes place in late-winter and early-spring. Parents will complete registration forms and pay registration fees at this time. Proof of parish registration must be brought in at registration time to receive discounted tuition (weekly envelope or copy of registration form). Being a registered member of a parish requires registration at the parish office and regular attendance at Mass. The following is the order of registration priority:

1. Currently enrolled St. Paul's School families
2. St. Paul's and St. Joe's (Melba) parishioners
3. Other Catholic Parishes
4. Non-practicing or non-Catholic families

Waiting lists will be kept for all grades. Priority on waiting list is as follows:

1. Siblings of current students
2. Active St. Paul's or St. Joe's(Melba) parishioners
3. Active Catholics at other parishes.

## **Tuition and Fees**

In order for St. Paul's to continue to operate and provide a sound education for its pupils, it is necessary for all parents with children attending St. Paul's to pay their tuition in a timely manner. Tuition contracts are distributed to families at the beginning of the year. The contract is a written agreement that payment will be made. For parents paying tuition on a monthly basis, tuition is due on the 10th of the month. A late fee will be charged to your account if payment is not made by that date.

Applications for financial assistance must be submitted for any requested tuition amount less than those amounts shown below. Forms are available at the school office.

At the beginning of the school year, no student will be admitted with delinquent accounts unless the Pastor, Principal, or School Bookkeeper made arrangements for settling the account. If a student withdraws from St. Paul's before the end of the school year, the parent may be entitled to a prorated refund of tuition. The refund will be calculated on any of the full paid months of tuition remaining after the month in which the termination date occurred. Expelled students may not qualify for refunds.

The registration fee is \$300.00 per enrolled family.

**Tuition for the 2017-2018 School Year**

<b>Parish Families St. Paul's/St. Joe's</b>	<b>Total Tuition</b>	<b>*Monthly Tuition (10 months Aug-May)</b>
Pre3	\$1,602	\$161
Pre4	\$2,162	\$217
1 Child K-8th	\$3,755	\$376
2 Children K-8th	\$7,134	\$714
3 children K-8th	\$10,137	\$1,014
4 children K-8th	\$12,765	\$1,277
<b>Other Parishes</b>		
Pre3	\$2,001	\$201
Pre4	\$2,700	\$270
1 child K-8th	\$4,693	\$470
2 children K-8th	\$8,916	\$892
3 children K-8th	\$12,670	\$1,267
4 children K-8th	\$15,955	\$1,596
<b>Non-Catholic</b>		
Pre3	\$2,153	\$216
Pre4	\$2,791	\$280
1 child K-8th	\$5,816	\$582
2 children K-8th	\$11,050	\$1,105
3 children K-8th	\$15,703	\$1,571
4 children K-8th	\$19,774	\$1,978

**Annual Fees for the 2017-2018 School Year**

<b>Fees DUE JULY 1, 2017</b>	<b>Pre 3 and Pre 4</b>	<b>K – 8<sup>th</sup> Grade</b>
Per Student	\$200	\$400
Registration Fees per family	\$300	\$300

**Backpack**

<b>Backpack</b>	<b>Pre 3 and Pre 4</b>	<b>K-8<sup>th</sup> Grade</b>
Cost	\$3.00/hour or \$315/month	\$3.00/hour or \$130/month

## **Your Role as a Parent of a St. Paul's Student**

The school expects that parents establish and maintain active support of the religious and academic growth of all students. We encourage parents to:

- Celebrate Mass together on Sundays and Holy Days
- Talk to their children about God and their own faith
- Pray together
- Assist with community service and school projects
- Be informed about the religious concepts the children are learning
- Support their child's education by establishing a structured homework time
- Volunteer time toward your child's education
- Celebrate your child's successes
- Expect your child to follow school rules

## **Parent Teacher Organization (PTO)**

Parent support and dedication to students and our school is one of the key reasons that we are so successful. As a parent, you are a member of our St. Paul's Parent Teacher Organization (PTO). PTO provides a place for parents, teachers and staff to join in support of the welfare and education of our students, consistent with the philosophy and academic standards of our school. We encourage and promote cooperation, understanding and communication between home and school.

PTO meetings are held quarterly in the St. Paul's School Library. Additional information, including contacts and a list of PTO events, can be found on our school website ([www.nampacatholic.school](http://www.nampacatholic.school)).

## **Stewardship and Fundraising Guidelines**

The stewardship guidelines contain descriptions of the fundraising events and stewardship opportunities at St. Paul's. Stewardship at St. Paul's provides an opportunity to involve parents actively in the school and the education of their children and minimize school tuition.

Stewardship programs and fundraising are vital to the operation of the school.

**\*Please Note:** During school hours all volunteers, including parents, must sign in at the office. In addition, all volunteers, and parents, **that have regular "contact" with children must have completed a background check and attended the "Safe Environment" class. Regular contact is defined as more than one event, more than two lunches or three or more consecutive hours. All \*asterisked items must comply with the "Safe Environment" requirements.**

## Fundraising

The following are requirements for volunteer/fundraising hours for each family. Fundraisers provide funds to the school operating budget. The tuition that each family pays does not cover the total operation of the school. Fundraising makes up 26% of the total budget. Without your dedicated support, we would have to raise fees to cover costs; therefore, your involvement in fundraising activities is essential.

**Current families of full-time students, Kindergarten through 8th grade** must volunteer a total of 20 hours, per family, per year. Those volunteer hours must include:

- Fall Fair: 8 scheduled hours (4 of the 8 hours must be in a game booth)
- Gala: 6 hours
- The remaining 6 hours can be completed a variety of ways. Please reference the “Volunteer Opportunities” section of this student handbook for more details on volunteer options.

**First year families of students in Kindergarten through 8th grades** are only required to volunteer for a total of 10 hours, per family, for the first year only.

- Fall Fair: 4 scheduled hours
- Dinner Auction and Gala: 3 hours
- The remaining 3 hours can be completed a variety of ways. Please reference the “Volunteer Opportunities” section of this student handbook for more details on volunteer options.

**If you have a child in Pre 3**, you are required to volunteer 5 hours per family.

- Fall Fair: 2 scheduled hours
- Dinner Auction and Gala: 2 hours
- The remaining 1 hour can be completed in a variety of ways. Please reference the “Volunteer Opportunities” section of this student handbook for more details on volunteer options.

**If you have a child in Pre 4**, you are required to volunteer 7 hours per family.

- Fall Fair: 3 scheduled hours
- Dinner Auction and Gala: 3 hours
- The remaining 1 hour can be completed in a variety of ways. Please reference the “Volunteer Opportunities” section of this student handbook for more details on volunteer options.

### **Fall Fair – September 22 and 23, 2018:**

- **New families** must attend a Fall Fair orientation meeting. Meeting date TBA in the school newsletter.

- All families must complete a total of 8 hours scheduled service at the Fall Fair. Four of these hours must be in a game booth. **Two important notes:** 1) New families must complete only 4 hours scheduled service, of which 2 are in a game booth and 2) Parents who have taken a leadership position on the Coordination Team do not need to work in a game booth. All their hours can be worked in their respective booth/area they are running.
  - Donate 1 item to Bingo or our Country Store
  - Purchase or sell \$25 in raffle tickets
- \*It is important to note that if a family does not meet the mandatory service hours, they will be charged \$600.

### **Gala – January 27, 2018:**

- New families must attend a Gala orientation meeting
- All families must complete a total of 6 hours (3 hours for new families) of service for the Dinner Gala.
- Donate 2 new items for the silent auction, each with a minimum value of \$50. Items valued over \$100 dollars are welcome and encouraged; however, two items are necessary to meet the requirements.
- Buy or sell \$30 in raffle tickets

\*It is important to note that if a family does not meet the mandatory service hours, they will be charged \$1,500.

### **Spring Golf Scramble**

The Golf Scramble is scheduled every spring. The exact date and location will be communicated through the school website and newsletter. Each family is asked to participate in one of the following ways:

1. by playing
2. by sponsoring a hole or
3. by donating a raffle item (recommended value of at least \$25) or \$25.

\*If you choose not to participate you will be charged a \$50 fee.

### **Scrip:**

Scrip is our gift card fundraiser. Paper certificate or gift cards can be used at various restaurants, grocery stores, gas stations, hotels, airlines, entertainment establishments (i.e., Edwards Theaters) and more. A portion of each gift card's cost is donated back to St. Paul's Catholic School. **Each family is required to purchase \$1,500.00 (\$2,500 if you are on financial aid) worth of gift cards.** The purchase year ends the last day of February each year. A buyout option is available, please contact school office for details.

### **Box Tops, Fred Meyer Community Rewards, and Albertsons Boise Open:**

St. Paul's is linked with these three programs that cost our parents NOTHING! Please save Box Tops for our school, link your Fred Meyer Rewards Card with St. Paul's school ([www.fredmeyer.com/communityrewards](http://www.fredmeyer.com/communityrewards) (#89211)) and select St. Paul's School as your non-profit of choice when purchasing Albertsons Boise Open tickets.

### **Book Fair:**

The school-sponsored book fair will be held during Parent-Teacher Conferences in the fall. The school receives a portion of the profits. Proceeds are used to purchase books for school and classroom libraries. The book fair counts on parent volunteers for its success.

## **Volunteer Opportunities**

In addition to fundraising, there are many volunteer opportunities available at our school and in our community. This by no means a complete list, but is meant to give you an idea of the almost unlimited things you can do to fulfill this highly important Stewardship ministry.

### **\*School/Classroom**

#### **Room Parents**

Parents are needed to assist with and coordinate holiday parties for the year, assist with the class Gala project, and contact other parents for activities or field trips. Commitment time varies, but is approximately two hours per month.

#### **Field Trips**

Drivers and chaperones are needed for classroom field trips. Drivers need to meet diocesan requirements to be a driver and follow chaperone guidelines.

#### **New Family Mentoring**

This program assists new families as they transition into our school. If you are interested in being a mentor family, please contact the school office.

#### **Science Olympiad**

Science Olympiad Team coaches are needed. Contact the middle school science teacher for more information.

#### **Other**

There are many other volunteer opportunities. Please ask classroom teachers for other ways in which you can volunteer at our school.

### **\* Sports**

#### **Athletic Transportation Coordinator**

This position requires coordination of drop off and pick up of students for after school athletics, including Treasure Valley Catholic School (TVCS) programs.

### **Hallissey and Crusaders Basketball Tournaments**

Coaches are needed to coach the boys' and girls' basketball for grades 4-8.

### **Track Meet**

Volunteers are needed to assist with events on this one-day meet. Grades 3<sup>rd</sup> through 6<sup>th</sup> participate in various events at a local school.

### **\* Extra Curricular**

#### **Boy or Girl Scouts**

St. Paul's sponsors both scouting troops. If you are interested in being a leader, please contact the school office.

#### **Festival of Trees**

St. Paul's students participate in this wonderful service to the community by making decorations for a school tree. Volunteers are needed to coordinate the theme and the creation of the ornaments with each class and oversee the decorating of the tree at the festival.

#### **Chaperones for Middle School Dances**

Dances require adult supervision. Middle school students are invited to attend these dances at Boise-area Catholic Schools.

### **Community Outreach**

St. Paul's School is an integral part of the life and ministry of St. Paul's Parish; therefore, stewardship hours can be partially fulfilled through certain volunteer ministries and work in St. Paul's Parish. Volunteer ministry or work that fulfills the stewardship hours may include:

- The Knights of Columbus need assistance on weekends with maintenance of their hall and parking area.
- Catechist in the Religious Education Program, the R.C.I.A. or the Parish's Pre-Baptism and Pre-Marriage Courses
- Faithful and regular participation as a member of one of the Parish choirs, Parish Pastoral Council, Finance Committee, Mount Calvary Cemetery Board, or Latino Committee
- Faithful and regular service as an officer of the Knights of Columbus, the Catholic Daughters of America, the Catholic Women's League, the Society of St. Vincent de Paul, or the Legion of Mary
- Faithful and regular service as a Eucharistic Minister to shut-ins, in nursing homes or at St. Alphonsus Medical Center (service as a Eucharistic Minister in Sunday liturgies does not fulfill volunteer hours)
- Faithful and regular service as a volunteer with the Nampa Society of St. Vincent de Paul
- Other ministry or work in the Parish that may be recognized by the Pastor of St. Paul's in agreement with the Principal of St. Paul's School

The Pastor and the designated head or director of the ministry must verify the completion of these volunteer hours in a signed statement. It is the parent's responsibility to obtain this verification.

### **Student Stewardship Requirements**

Students at K-8th grade levels will be taught the value of stewardship in many ways. Students in Kindergarten through fifth grade will complete five hours of community volunteer service and write a reflection summary. Middle School students will give ten hours a year to helping others; middle school religious education teachers will keep track of student hours. **All reflective summaries are due no later than April 27, 2018.**

Students should check with the school or their religion teacher to make sure what acceptable stewardship hours are. The following are guidelines; other than the two hour restriction for working at Fall Fair, students can work toward their required hours at one place or spread it out over several charitable organizations. Parish volunteer activities are highly recommended to complete stewardship requirements. Daily school operations (desk cleaning, sweeping grounds) are not considered for stewardship hours. Please check with the grade level teacher for approval.

It is the schools intention to teach our students the value and joy that can come from helping others and we hope our students' good works will be done keeping these intentions in mind. However, any middle school student not meeting the ten hours required of all middle school students will be expected to arrange with the school to work any unworked hours for the school during the week following the end of the school year or pay \$5.00 per unworked hour which will be donated to St. Vincent de Paul. In addition, students will also receive a reduction in their religious education grade.

## **Procedures for Resolutions of Concerns**

St. Paul's School recognizes that parents, teachers, administrators, and staff share the purpose of educating students to their fullest potential, engaging their hearts, faith, and minds in learning, and that effective communication is an integral part of fulfilling that purpose. This sharing of relevant information and concerns between parents, students, teachers, and administration is an important element in the decision-making process that leads to the continued growth of our students and our school. We further recognize problems that are not resolved have a harmful effect on the learning community. St. Paul's School supports positive resolution of any concerns and problems, and encourages all parties involved to utilize the following procedures to reach a positive resolution.

In order for good communication and cooperation to occur they must be based on a strong sense of Christian charity and justice. In all situations the good will and faith of all persons involved is to be assumed. All parties must have the commitment to resolve, rather than prolong, the concern. The dignity of each person is always to be upheld and respected. Each person is always called to recognize the face of Christ in the other, especially in the least of one's brothers and sisters (Matthew 25:40).

Differences of opinion, misunderstandings, concerns, and problems will inevitably arise. The fact that they do is not the true measure of our Christian and Catholic faith; rather the true measure is how we handle and resolve these concerns. Our Lord Jesus himself taught his community how to resolve difficulties among themselves (see Matthew 18:15-17). This teaching must always be our guide as we resolve the concerns that arise.

Parents with a concern about their child's education have an obligation to their child, their family, and the school to contact school officials.

- Initial contact is to be made with your child's teacher. This provides an opportunity to hear one another's account and mutually discuss the concern.
  - Conferences with a teacher need to be by appointment at a time that will not interrupt professional or instructional activities.
  - Parents should contact the school secretary, briefly state the concern, and offer some convenient times for meeting. The school secretary will communicate this request to the teacher. The teacher will agree to the time of the meeting and have the secretary communicate this to the parent, or will commit to contact the parent. This first meeting should take place within 72 hours of the initial contact by the parent.
  - With the consent of the other, the parent or the teacher may request that a third person be present to assist with the facilitation of the process.

- The teacher will document the meeting on the “Parent Meeting Log.” A copy will be given to the parent and the principal.
- If the parent/teacher conference does not obtain the resolution of the concern/problem, the parents are to bring the concern/problem to the attention of the principal.
  - Parents should contact the school secretary, request an appointment with the principal, again briefly state the concern, and offer some convenient times for meeting. The school secretary will communicate this request to the principal who will contact the parents to make arrangements for the meeting.
  - All such conferences with parents and the principal are to be documented by the principal, and kept on file.
- If the concern remains unresolved, the parents are to request an appointment with the pastor of St. Paul’s Parish.
  - The meeting with the pastor should be done by appointment only.
  - At the time of requesting the appointment the parents are to inform the pastor of the concern/problem at hand.
  - Either the parents or the pastor may request the presence of the principal in this meeting.
  - Again, all such conferences with the parents and pastor are to be documented and kept on file.
- If the concern still remains unresolved, parents may contact a member of St. Paul’s Advisory Board and request to address their concern at the next regular meeting of the Advisory Board.
  - Five days before the meeting, the parents should provide in writing a concise explanation of their concern.
  - At the meeting the parent, teacher, and principal may have the opportunity to present their positions.
  - The Advisory Board will then consider the matter in Executive Session and make a final recommendation to the Pastor.
- At no time during or after this process will actions by either party be construed as treating those concerned any differently as a result of entering into the process.
- All members of the school community are to support, encourage, and reinforce this policy. For instance, the community member may suggest that the parent seek resolution through the process.
- Concerns or problems involving general school policy or practice and not directly involving a situation with a particular student are to be addressed directly to the school administration. This may be done by requesting an appointment with the principal to discuss the concern or problem.

## **Discipline Policy**

No St. Paul's Catholic School policy will supersede the policies and procedures set by the Diocese of Boise (Refer to copy in the school office). All policies set by St. Paul's School have the intent to foster student success through the development of self-discipline. Behavior stressing Christ-like conduct, the development of an excellent learning environment, and student safety will be the expectation for each student. No student will be allowed to interfere with the educational process within the classroom. Positive reinforcement and responsibility training will be an integral part of our discipline plan. Involvement of the parents in the disciplinary process is seen as a means of having the school work together with the home in an effort to place emphasis on corrective measures with the hope of developing within student's responsibility for their conduct. Parental indifference to any conference that is deemed necessary may be construed as a lack of concern for the child's education and may be prejudicial to the child's continued enrollment. Teachers will have individual classroom procedures for discipline.

## **Disciplinary Consequences**

Consequences for inappropriate behavior may vary from class to class. Although one of the main focuses of the school's discipline plan is the use of positive reinforcement, other consequences may also be used for those students who choose to act inappropriately.

The consequences may include the following:

- A verbal warning from the teacher
- Restricted or lost free time
- Written assignment about the infraction
- Work detail during student time
- Parental contact made by the teacher or principal
- Parent & Teacher conference
- Detention after school
- Extended detention, probation, suspension or expulsion

Students serving after-school detention will be closely and properly supervised. Students are expected to serve a detention on the assigned date. Failure to serve a detention will be a major disciplinary offense and invites the possibility of suspension or expulsion. The serving of a detention will take precedence over extracurricular activities or sporting events. A portion of the detention time will be spent on campus beautification.

If detention is assigned, a form will be sent home to be signed by the parent and returned the next day. This form will include the staff member's signature and a brief explanation of the infraction. It is the student's responsibility to have a parent/guardian sign the detention form so

that it can be returned the next day. Students receiving subsequent detentions will receive increasingly severe consequences that may ultimately lead to the expulsion of the student.

### **Suspension**

Any student suspended as the result of a major disciplinary offense will be placed on a thirty-(30) day probation which means their conduct will be closely monitored. Terms of the probation will be discussed at the time of the parent conference. A second major disciplinary offense will result in a three to five day out-of-school suspension or expulsion from school. A third out-of-school suspension during the same school year will result in the student's expulsion from school. Missed work will be made up and graded upon the return of the student, extra time may be allowed for instances where the returning student needs to stay after school for tutoring. It is the responsibility of the student to get make up work during their suspension and it is their responsibility to make sure it is turned in upon returning to school. The teacher should not spend any more time helping the student make up missed work than they would with a normal illness.

The following are examples of major disciplinary offenses and may be grounds for suspension or expulsion:

1. Stealing, bearing false witness, and/or repeated lying with malicious intent.
2. Disrupting school activities or willfully defying the valid authority of teachers, administrators, or other school personnel
3. Causing, attempting to cause or threatening physical injury to another person
4. Any action that places St. Paul's students or faculty in danger
5. Causing or attempting to cause damage to school property or the property of others
6. Possession of any item commonly regarded as a knife, firearm, metal knuckles or any other item associated with the martial arts or whose design, function or intent is to inflict pain or injury to another person. Any object which could be used to injure another person and which has no school-related purpose for being on the school grounds may be considered a weapon for purpose of this policy. The term weapon will include, but not be limited to, those objects specifically stated in Idaho Code 18-3302D which makes it unlawful for a person under the age of twenty-one to carry a firearm, dirk knife, bowie knife, dagger, metal knuckles or other deadly or dangerous weapon concealed on or about their person while on school premises or property or at school activities or while riding school-provided transportation
7. Failure to serve a detention in a timely manner
8. Repeated failure to adhere to school and classroom rules
9. Abusive or sexually harassing language or actions towards others
10. Possession or use of any controlled substance, tobacco, drugs, alcoholic beverage or type of intoxicant or the improper use of any substance.
11. Leaving the campus without permission or parental supervision

12. Bullying, which is defined as repeated exposure over time to negative actions on the part of one or more students who, through actions or words, strive(s) to exert power over another student or students.

### **Sports Program: Parent/Guardian Code of Conduct & Responsibilities**

The Treasure Valley Catholic Schools (TVCS) website is <http://tvcs.rcdb.org>. This website contains information about middle school athletics. In addition, TVCS information may be found in the school newsletter, or through brochures/information sent home with your child. You may also call the school office. Students must be academically eligible to participate in TVCS activities. If your child is participating in TVCS sports or activities, please pay special attention to the last bullet under **Player Code of Conduct & Responsibilities**.

#### **Volunteer Coaches:**

- All parents/guardians interested in volunteering to coach a SPS sports program must have completed the Safe Environment Diocesan training before approval will be granted.
- Parents/guardians must notify the Principal or appropriate sports director of their interest in coaching. If there is more than one candidate, the coach will be chosen by administration (principal, pastor and youth director).
- Each coach will develop a policy for playing team members with the understanding that development of athletic skills in each player is crucial.

#### **Parents/Guardians:**

- As parent/guardian, I understand that I am responsible for the transportation to and from practices and games. If special arrangements are needed, I will make those with family, friends, or other available team parents.
- I will be prompt in dropping off and picking up my player from practices and games. I understand coaches may have other commitments that require their immediate attention directly after a practice/game and they may not be available to supervise my child beyond practice/game time.
- I understand that team coaches are neither responsible, nor liable for player transportation or for the supervision of players after the end of scheduled practices and/or games.
- If my player is unable to attend a practice/game, I will notify a team coach in a timely manner prior to the event. I understand they have volunteered their time in which they develop practices and game plans to include all those on the roster. The absence of players may result in changes to those plans. I will do my part to keep to the schedule when manageable or notify them as far in advance as possible.
- I agree that a positive, respectful, and encouraging environment from everyone involved (coaches, players, parents, and spectators) is vital to the program. Setting examples for our

youth to follow and model behavior is crucial to the experience within the St. Paul's Catholic School program. I will do my part.

- I understand that St. Paul's Catholic School goals include teaching our players sportsmanship and control of their emotions during competition. As a visible agent to all present, I, too will model sportsmanship and control my emotions.
- I will enforce respectful behavior of my player towards all coaches, players, referees, and spectators.
- I understand that my son or daughter is subject to the rules set by the coach. I also understand that all rules will be fair and consistently applied to all players.
- I understand team coaches are the designated representatives of the team and they will address any and all concerns towards officials at all levels. My patience is critical to the simple production of the program. My behavior will be that of model example.
- If I have a concern that needs to be addressed with a coaching staff member, I will do so after competition or practices, in private, and in a calm and respectful manner. I understand game-time is reserved for competition and I will delay my approach until the appropriate time. I understand that I may contact them by phone and/or e-mail as needed.
- I understand that my child's academic studies come first and he/she will keep a 'C' or higher grade average in all classes. I also understand that my child will not be allowed to participate in a sporting event if he/she has two D's or one F the Monday before an event. I understand that my child will also not be eligible to participate if he/she has any severe discipline infractions during the week of the event.
- I understand all of my child's school work, corrections and/or extra credit must be turned in by the end of the school day each Friday to allow teachers time to grade their work.
- I understand it is my child's responsibility to show their homeroom teacher their current grades at the start of the school day each Monday. If they are not eligible to play, my homeroom teacher will notify parents, school administrator, and the TVCS Athletic Director.
- I understand my child will not be able to compete in any event until their grades have been raised to the stated requirements.

### **Player Code of Conduct & Responsibilities:**

As a St. Paul's Catholic School participant, I will follow the expectations outlined below:

- I will extend respect to my coaches, teammates, referees, and spectators.
- I will demonstrate control of my behavior. I pledge positive and encouraging support of my team. The potential to embarrass my parents, my coaches, my teammates, the league, and myself will always be taken into consideration.
- I understand inappropriate language will not be allowed.

- I understand that demonstrating or encouraging inappropriate physical or verbal abuse towards coaches, teammates, referees, and spectators is not tolerated and may result in my ejection from a game or dismissal from the program.
- I understand that team coaches are the designated team representatives and they will address umpire judgment calls. I am not to argue balls, strikes or other judgment calls. Failure to adhere may result in my ejection or dismissal.
- I will demonstrate self-discipline in the treatment of St. Paul's Catholic School equipment and the facilities it uses.
- I understand that I am representing my parents, my coaches, team, St. Paul's Catholic School community, and myself and with this come responsibilities to behave and conduct myself befitting the privilege. I will follow the rules outlined by the league, my coaches, and my parents.
- It is my goal to be a role model for sportsmanship everywhere.
- I understand that my academic studies come first and I will not be allowed to participate in a sporting event if I have two or more D's or one or more F the Monday before an event. I will also not be eligible to participate if I have any severe discipline infractions during the week of the event.
- I understand all of my school work, corrections and/or extra credit must be turned in by the end of the school day each Friday to allow teachers time to grade my work.
- I understand it is my responsibility to show my homeroom teacher my current grades at the start of the school day each Monday. If I am not eligible to play, my homeroom teacher will notify my parents, school administrator, and the TVCS Athletic Director.
- I understand I will not be able to compete in any event until my grades have been raised to the stated requirements.

## **Emergency Plan**

An emergency plan describing procedures to be followed in the event of certain emergency situations is located and available for review in the school office. In the event of an emergency situation that would make St. Paul's Catholic School unusable, the alternate location would be Dempsey Hall (the basement of the church). In the event that Dempsey Hall is unusable students will be walked to the Nazarene Center on 7<sup>th</sup> Street. Students would then be picked up at that location.

Specific fire evacuation procedures will be given to students during the first week of school. Fire drills will occur monthly. Evacuation routes will be posted in each classroom.

**Emergency Evacuations:**

The school has an Emergency Manual which addresses all types of emergencies. The Manual is located in all classrooms, office, and Dempsey Hall. Parents are welcome to view the handbook in the office. Emergency evacuations will be practiced throughout the year.