

St. Paul's Catholic School  
Student and Parent Handbook

2023-2024



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## **ST. PAUL'S CATHOLIC SCHOOL INFORMATION**

### **MISSION**

*"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."*

### **ACCREDITATION**

St. Paul's Catholic School is fully accredited by the Western Catholic Education Association (WCEA).

### **ADMISSIONS**

During the school year, parents who wish to enroll children at St. Paul's School may do so on a space available basis. To expedite this process, a waiting list will be initiated when a grade level has reached the maximum number of students.

### **DIOCESE OF BOISE**

St. Paul's School complies with the regulations and policies of the Office of Schools of the Diocese of Boise including those published in the Diocesan Handbook of Policies, and those which may be adopted by the Diocesan Superintendent of Schools.

### **NON-DISCRIMINATORY POLICY**

St. Paul's Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **REGISTRATION**

Registration packets are made available online to current students' families in the spring. Parents are asked to complete the packet in a timely manner. This affords prospective students time to apply and allows the office staff to process the forms, notify families who are on the waiting list, as well as to plan staffing and scheduling for the following school year. Because it is necessary for the faculty and staff to contact students' parents throughout the school year, it is essential that you notify the school's administrative staff of any change in address and telephone numbers, or of any change in your family circumstances throughout the year. You may also update your contact information on the parent portal.

### **SPECIAL ACADEMIC SERVICES**

St. Paul's Catholic School strives to provide for each student's educational needs. Therefore, the admission of a student will be considered on an individual basis after conducting an evaluation of his or her needs. St. Paul's Catholic School will then determine whether enrollment is in the best interest of the student.

## **TRANSFER**

Students requesting to transfer to St. Paul's Catholic School are required to submit copies of a recent report card and latest test scores. Upon admission to St. Paul's Catholic School, the student's cumulative folder will be requested from his or her previous school. Students cannot be admitted if there is an outstanding balance at the previous school.

## **WITHDRAWALS**

Students withdrawing from St. Paul's Catholic School must give written notice to the school as soon as the withdrawal date is established. Families have until the 5th day of each month to provide written notification of withdrawal from the school. If this notice is provided in writing on or before the 5th day of the month, the family will not be charged for the next month's tuition. If written notice of withdrawal is provided AFTER the 5th day of the month, the family will be responsible for paying the student(s) next month's tuition. In addition to submitting written notification of withdrawal, students must return all books and school property. Fees and tuition are not refundable.

The School reserves the right to withhold report cards and student records until unpaid tuition and other fees have been paid in full. By signing the Student Handbook Agreement [or the initial Application for Enrollment or an Application for Re-enrollment], you are authorizing St. Paul's Catholic School to withhold report cards and other records until tuition and other fees have been paid in full.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE**

Regular and consistent attendance at school is vitally important for students to excel and be successful. Days lost from school cannot be "made-up". There is no substitute for uninterrupted personal contact between teacher and student. Carefully planned classroom lessons cannot be replaced by homework assignments or individual work by the student without the aid of the teacher. Parents have more influence on a student's attendance than anyone. Parental support can cause a child to have a desire to go to school. We strongly encourage you to keep your child in school on days prior to and after holiday breaks. The school calendar, on our website, is available to assist you in vacation planning and special family events.

All students are required to attend school daily and arrive on time: 8:00 a.m. All absences from school are counted against a student's attendance record.

If a student missed more than nine (9) school days per semester in any one class, an administrative review of academic progress will be required. Parents, the teacher, and the principal will meet to discuss the reasons for absences. Students may be required to repeat courses/grade of absences are excessive.

In order for a student to participate in an after school event, he or she must attend school all day on the day of the event, unless previously arranged with the administration. Administrative decisions will be final.

Tardies will be recorded for any child not in his/her classroom and ready to learn by 8:00 a.m. Student absences must be reported by phone or email to the main office by 9:00 a.m. Students who leave the school premises, without being officially signed out, will be considered truant. Consequences for chronic tardiness will be determined by the principal and discussed with the parents. Medical, dental, and other such appointments should not be scheduled during school hours unless absolutely necessary. When medical or family events arise which preclude attendance at school, please make every effort to notify the school by phone or email as soon as possible. If you are in a position to anticipate absences, it is helpful to request schoolwork at least 2 school days before it is needed. Keep in mind, however, that students are responsible for school matters covered in his or her absence. Teachers are not obligated to provide make-up tests, instruction, or assignments unless the student's absence is due to illness or other grave reasons.

If your child becomes ill with an infection or communicable disease, he or she will be welcomed back at school with a doctor's note affirming his or her return to health. Should a lengthy absence become expected, please notify the school staff and arrange for makeup work. Please keep in mind that students must wait for all symptoms (fevers, vomiting, diarrhea, runny nose, etc.) to be resolved for 24 hours without medication before returning to school. Please see the Health Information Section for more information. If the reason for a student's absence is unknown, the office will email or call the child's home.

### **ARRIVAL AND DISMISSAL**

All Students (PreK-8): 8:00 A.M. arrival

PreK-5 dismissal - 2:55 P.M.

Grades 6-8 dismissal 3:05 P.M.

- Parents may begin dropping their students off at the school at 7:40 am.
- At 8:00 a.m. students meet in the back parking lot for Prayer, Announcements, Birthday Recognition and the Pledge of Allegiance. At 3:00P.M., students meet their parents in the back parking lot
- The school provides supervision at 7:40 a.m. until 3:15 p.m. Once at school, no student may leave the school grounds without permission from the principal.

If a student has not been picked up by their parent by 3:15 pm, that child will be taken to Backpack After School Care, and the parent will be charged the hourly rate.

## **EARLY CHECKOUT**

During school hours, if your child has a doctor's appointment or other reason to make it necessary to check him or her out before dismissal, please notify both the front office and teacher of your intentions by calling, sending a written note or email specifying the time and reason for early checkout. This will ensure that your child has ample time to receive notices and assignments for the next school day. If someone other than a parent will be checking your child out, please also specify that fact and the person's name in the note. In every instance, early-departing students must be picked up from the main office and checked out by the secretary. Students cannot leave the building on their own. The authorized person picking the child up must come into the building and sign the student out at the office.

## **FINANCIAL INFORMATION**

### **REGISTRATION FEES**

Registration fees are due in the spring of the current school year for enrollment for the subsequent school year. This date will be announced during the next year's enrollment window. If a student is not registered and has not paid their registration fees by the end of the "Current Student" enrollment period, enrollment in the school is not guaranteed. After that deadline, an "Open Enrollment" period will begin. All paid registration fees are nonrefundable.

### **TUITION POLICY**

The purpose of the St Paul's Catholic School Tuition Policy is to detail the requirements for registration fee payment, tuition payment, volunteer hours, and parish participation. In addition, this policy details the process for tuition refunds, delinquent tuition, and defines the qualifications for tuition waivers. Tuition policy is directed by the pastor and principal, with guidance from the School Advisory Board and the School Finance Committee.

For families in need of financial assistance, please refer to the "St. Paul's Catholic School Financial Aid Policy".

St. Paul's Catholic School tuition goals are:

- To make Catholic School education affordable to all families.
- To foster a relationship between the community, the school, and our parish.
- The operation and sustainability of the school, as well as forming the foundation for academic and spiritual growth.

## **TUITION PAYMENT OPTIONS**

Tuition is payable, per signed tuition contract, according to one of the following schedules:

1. If you are making one payment for the entire year's tuition, it is due on August 10th.
2. If you are making two payments for school tuition, the two payment dates are August 10th and December 10th.
3. If you are not paying in full or paying in 2 payments, you must have automatic payments set up through the school's FACTS account. Families must set up their own FACTS account by August 1st through our school webpage to set up automatic payments.

## **LATE OR DELINQUENT TUITION**

Late or delinquent tuition is defined as tuition payment that has not been received on time. The following details the process when accounts are not up-to-date.

1. Late payments will be assessed a fee of \$20 per month. Waiver for this fee will have to be approved by the administrator.
2. A fee will be charged for returned EFT and check payments, equivalent to any bank or EFT service charge.
3. Post-dated checks are not accepted.
4. Families in a delinquent tuition status will be contacted by a representative of the school to inquire about the status of payment and request payment in full.
5. Accounts must be current within 60 days of initial notification.
6. If an account is over 60 days delinquent the school may un-enroll the student(s).
7. The school may send delinquent accounts to a collection agency.
8. Registration for the next year is not guaranteed for those students who have delinquent accounts.
9. For families in need of financial assistance, please refer to the "St. Paul's Catholic School Financial Aid Policy."

## **REFUND POLICY**

1. A student withdrawing from St. Paul's Catholic School, either voluntarily or involuntarily, who paid tuition in one or two pre-payments (see TUITION PAYMENT OPTIONS above), will receive a prorated refund for the months in which the student(s) will not attend the school. 30 Days advance written notice is required.
2. All fees are nonrefundable.

## **Collection Policy**

In order for St. Paul's School to meet its spiritual and educational objectives, it is imperative that each family meets the financial commitment they have made regarding their tuition. While it is the desire of the parish/school to make an education possible for each student regardless of economic status, it is essential that each family provide financial support to the school to the best of their ability. Tuition commitments established by a parent are considered to be a legally binding obligation that can only be dispensed by the authority of the St. Paul's School Administration. In order for the School Administration to be in a position to properly monitor the budgetary requirements of the school, it is necessary for the following collection policy.

- Please contact the school office if there is a problem in making your tuition payment by the agreed upon date.
- Accounts that are 30 days delinquent will be contacted by the school office requesting immediate payment.
- Any account that falls 60 days delinquent will receive written notification requesting that the account be brought current. In case of hardship, a written alternative plan for payment must be submitted to the school office within 10 days of notification. This plan should be addressed to the Principal of St. Paul's Catholic School. The alternative plan should include a written statement outlining the extenuating circumstances resulting in the delinquencies. Acceptance of the payment plan will be determined by the principal and school administration.
- Accounts that are more than 90 days delinquent will receive a second written notification requesting that the account be brought current. A phone call from the principal requesting a written plan (explained above) for payment will be made. If the account is not brought current and/or a written plan is not submitted and approved, the account will be placed under review for further action and potentially sent to the collection agency. This will apply to all delinquent accounts that have not submitted, and had approved, an alternate plan for payment of tuition.
- There will be a \$25 late payment charge assessed for delinquent accounts unless written notification has been given to the school office. This charge also applies for returned checks.
- If a family account remains delinquent at the end of the school year, the family's student(s) will not be readmitted to St. Paul's School until the account is cleared or suitable arrangements made for the clearance of the account. Registration packets will not be distributed to families with accounts more than 60 days delinquent. Student files/records will not be released until all tuition accounts have been paid in full and/or acceptable arrangements made for payment.

### **FINANCIAL AID POLICY**

The purpose of the St. Paul's Catholic School Financial Aid Policy is to detail the guidelines for Financial Aid applications. The policy includes information on eligibility, structure of the Financial Aid Committee, and parameters by which decisions are made. The Financial Aid Policy is established and overseen by the Financial Aid Committee, with assistance from the School Advisory Board, the Principal, and the Pastor. St. Paul's School financial aid goals are:

- To make Catholic School education affordable to all families.
- Implementation of a fair and equitable process of financial aid support.



## **ELIGIBILITY**

All enrolled students are eligible to apply for financial aid, with priority given to St. Paul's parishioners. An enrolled student is one who has completed registration and whose registration fees have been paid. Financial aid is awarded based primarily upon financial need and the availability of school funds. Eligibility for financial aid is limited to one academic year. A family may or may not qualify for financial aid in a subsequent year, and if the family does qualify, the amount may be more or less than in the previous year. The availability and amount of financial aid depend upon a number of factors, including but not limited to: costs of operating the school; tuition revenues and other sources of funds for the school; the financial ability of a family to pay tuition; as well as other factors.

## **FINANCIAL AID COMMITTEE**

The Financial Aid Committee is a sub-committee of the School Advisory Board (SAB). The School Advisory Board is responsible for the approval of St. Paul's Catholic School budget and helps determine the amount of aid available for financial aid. Once the SAB has approved the budget, it is submitted to the Pastor for his final review and approval. An annual review of all applications is made by the Financial Aid Committee (FAC). At its discretion, the Financial Aid Committee may accept and consider completed financial aid applications received during the school year. Decisions made by the Financial Aid Committee are guided by determining factors, listed below, by input from the Principal and the Pastor, and within the approved budget from the School Advisory Board.

## **APPLICATION PROCESS**

1. Complete the "Financial Assistance Application," which is available on the St. Paul's Catholic School web-site under FACTS. Properly completing all sections of the application allows the committee to identify those most in need. Any incomplete applications will NOT be considered for review.
2. For divorced or separated parents, a financial aid application may be submitted by either parent who has custody. Tax returns of both parents must accompany the application unless only one parent has the responsibility to support the child.
3. Financial Aid applications made during the school year, due to a change in circumstances, will be taken on a case by case basis.
4. Annual financial aid applications must be completed and received within the Spring window, April 16-30, 2023.
5. Financial aid is not guaranteed to any applicant.
6. Annual Financial Aid applicants will be notified by May 31st.
7. Applicants may appeal the results of the financial aid process, by contacting the Financial Aid Committee. An appointed member(s) of the Financial Aid Committee will notify applicants of financial aid awarded.

**Note:** All financial aid information is confidential. Records are maintained by the Financial Aid Committee and school accountant. The Financial Aid Committee aims to grant up to 75% of available financial aid prior to the fall semester for new and returning students. The remaining percentage of the available funds will be reserved for a late fall review. Application during the 2nd round will be notified October 31st and tuition discount will be applied starting November payment. The first 3 tuition payments will have to be current to qualify for tuition assistance.

### **DETERMINING FACTORS**

The Financial Aid Committee will weigh a number of factors in determining the amount of aid to be offered per family. These determining factors include, but are not limited to the following:

1. Household income – to include both parents even if one parent is not the biological parent. Copies of previous year’s state and federal income tax returns are required to support this information. Copies of current year tax forms are due no later than April 30th.
2. Number of children attending Catholic elementary and secondary schools.
3. Extenuating circumstances affecting household income – loss of a job, change in income, long-term medical issues, etc.
4. St Paul’s Parishioners – Families who are registered and financially supporting St. Paul’s Parish.
5. Involvement with school and/or parish – Consideration is given to those who provide their time, talent, and treasure to the parish and school. Financial support for the parish and service hours donated to the school may be verified.

### **FULFILLING FINANCIAL AID AGREEMENT**

Once a financial aid determination has been made, the financial aid amount will be included in a written tuition contract between the School and the parents, which will be subject to the St. Paul’s Catholic School Tuition Policy.

1. Students are required to remain in good standing academically and comply with the School’s policies of behavior, dress, and discipline during the school year in which financial aid is received.
2. The School’s Finance Aid Committee (FAC) will review the tuition payment records from time to time for all financial aid recipients. Families will need to make arrangements with the Financial Aid Committee to pay any unpaid tuition and fees in order to continue to receive financial aid.

### **VOLUNTEER HOURS**

Each family is required to give a minimum of 20 hours per school year, 10 hours of which to help with various tasks as identified by the principal and staff, and 10 hours which contribute to the success of our school’s main fundraisers , The Fall Fair and Spring Gala. If a family does not complete the required 20 hours, a financial contribution of \$25 per hour is required. A financial contribution does not replace or reduce tuition. See the section entitled PARENTS: VOLUNTEER OPPORTUNITIES AND HOURS below for more information.

## PARENT'S ROLE

### **PARENTS' ROLE IN EDUCATION**

We believe parents are the primary educators of their children. To assist in the spiritual and academic development of each student, we encourage parents to:

- Celebrate Mass together on Sundays and Holy Days.
- Talk to your children about God and faith.
- Pray together.
- Assist your children in finding an age-appropriate Individual Community Service Project.
- Be informed about the religious concepts your children are learning at school.
- Support your children by establishing a structured homework time, reviewing assignments, and encouraging regular reading time.
- Volunteer at least 20 hours per year per family.
- Be aware of your student's progress and any missing assignments by reviewing your student's online parent portal account weekly.
- Participate in parent/teacher conferences.
- Celebrate your children's successes.
- Support the school rules and encourage your children to follow school rules.
- Always read the school's weekly Newsletter.
- Be sure your children are here at school and arrive on time.

Parents are the primary educators of their children. They should take an active interest in each student's day-to-day progress and should provide a suitable condition for home study.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be scheduled at the end of the first quarter, at which time you will receive your child's report card. Parents are expected to attend these conferences in order to discuss your student(s)' progress with your child's teacher. Conferences may be scheduled at the end of the second quarter if either teacher or parent wishes to meet. Please feel free to schedule additional meetings with the teacher if you have questions or concerns about your student(s).

### **APPOINTMENTS WITH TEACHERS/PRINCIPAL**

Faculty and staff at St. Paul's Catholic School are always available to talk with you about your student(s) or any other concern. In order to ensure there is adequate time to meet with you, please make an appointment. The problem-solving model at St. Paul's Catholic School is for the parents to address issues with the teacher first. If they feel that their concern has not been resolved, they may make an appointment to meet with the principal.

- Appointments with the teacher may be made by sending a written note or email, or by leaving a telephone message with the School Office.
- Appointments with the principal may be made by calling the School Office during school hours or by sending an email.

## **VOLUNTEER OPPORTUNITIES AND HOURS -**

### **Refer to Addendum A for most current year information**

Parents are expected to be involved with their children's school community. Each family is required to volunteer at least 20 service hours to the school per school year to help with various tasks as identified by the principal and staff. Ten (10) hours of time may be given by serving on various school committees, helping with school functions, assisting in the classroom, working on PTO committees, and working on fundraisers for the school. Ten (10) of the volunteer hours must be served by volunteering your time and talent to the major annual school fundraisers, The Fall Fair and The Spring Gala. These are St. Paul's Catholic School's biggest fundraising events and parent volunteer help is crucial to their success. Log your hours in the school office. SEE FINANCIAL INFORMATION FOR FEES RELATED TO INCOMPLETE HOURS.

\*See registration agreement for breakdown of requirements for Fall Fair and Gala Dinner Auction. A \$500 buy-out fee will be assessed for each event if all requirements are not met.

## **PARENTS AND VISITORS IN SCHOOL**

Classroom visitation by parents is encouraged when appropriate. Please arrange a time in advance with your child's teacher, and check-in with the School Office at the appointed time. Remember that all parents and volunteers in contact with students must have completed the Diocesan Background Check and attend the Safe Environment Training.

## **SCHOOL CALENDAR AND NEWS**

The current school year calendar is located in the School Office and on the School website. It shows scheduled days off, teacher in-service, vacation, and other important dates.

The classroom teachers will send home weekly newsletters with important class information and dates. Also, be sure to check your child's folders, paperwork, and/or Google Classroom daily. In addition to classroom communications, St. Paul's Catholic School emails a weekly newsletter which provides important and helpful information about what is happening at the school.

## **TELEPHONE MESSAGES**

Telephone messages to students are strongly discouraged since it is impossible to deliver messages without disrupting the entire class. Therefore, only messages of vital importance will be relayed to students. If it becomes urgent for you to come to the school to deliver a message or object to a student, please come to the School Office. Do not go directly to your child's classroom under any circumstance. Students are permitted to use the classroom or office telephone only in cases of extreme need and only with permission from the teacher or front office staff. Please communicate with the office in times of need and not directly to a student's cell phone.

## **CELL PHONES**

If a student has a cell phone on St. Paul's Catholic School grounds, it is to be turned off and kept inside his or her backpack or locker during school hours. If a cell phone is seen or heard at school during school hours, the following consequences will occur:

- First offense, the phone will be given to the principal and will be returned to the student at the end of the school day.
- Second offense, the parents may pick up the student's cell phone in the office.

## **PHOTOGRAPHY AND PUBLICATIONS**

Throughout the school year, we take a variety of photographs of our students in their day-to-day class settings as well as special school and Mass events. Our students also participate in a variety of art projects. There are times we would like to use these photos and works of art to promote St. Paul's Catholic School, celebrate our successes, and share our students' faces and talents with others. If you do not wish your child to be used in these types of media, you must sign an opt-out form in the School Office.

## **CLASSROOM PARTIES AND BIRTHDAY CELEBRATIONS**

### ***Classroom Parties***

Celebrating important Liturgical feasts and holidays are an important part of our Catholic culture. In an effort to ensure a balanced education, classes may celebrate with a simple classroom party.

### ***Birthday Celebrations***

At St. Paul's School, we enjoy celebrating students' birthdays as a school community. We acknowledge each student's special day during Morning Prayer Square. Parents may send a birthday treat to share with the class. We also celebrate "half" birthdays for those with birthdays during the summer months. Please coordinate with your student's teacher for the best time for this. Families **MUST** consult with your student(s)' teacher **BEFORE** sending any food or drinks to the Classroom. Please do not hand out party invitations at school unless all students in the class are invited.

## **HEALTH AND SAFETY**

### **EMERGENCY SCHOOL CLOSURES**

In case of snow or inclement weather, St. Paul's Catholic School will close school in accordance with the Nampa School District.

### **EMERGENCY PROCEDURES**

The school will conduct regular fire and safety drills and will instruct students on the procedures to follow in case of an emergency. The cooperation of all students is required in order to practice exiting the school grounds in a quick and orderly fashion. In case of an actual emergency, the school's emergency management procedures will be followed. Parents should not come to school unless they are called to pick up their children.

## **HEALTH INFORMATION**

St. Paul's Catholic School participates in the St. Alphonsus School Health Program and shares a nurse with the Treasure Valley Catholic Schools. The nurse is at St. Paul's Catholic School one day per week. Any extenuating circumstances will be deferred to the St. Alphonsus Health Policy.

### **Determining Illness**

It can be hard to decide whether your child is too sick to attend school: the following parameters provide a general guideline. Your child **MUST** stay home if he or she experiences...

- Fever - A fever of 100 degrees and/or he or she looks or acts sick. Please call the doctor if your child has a fever with pain, rash, weakness, vomiting, or diarrhea.
- Diarrhea and/or Vomiting - More than one event of watery diarrhea or an event of vomiting.
- Contagious Disease - Cold/Flu, COVID-19, Chickenpox, and other diseases which could spread to other students.
- Scabies and Head Lice
- Pink Eye/Conjunctivitis/Cold in the Eye - One or both eyes appearing red (very bloodshot) with cloudy or yellow drainage. The usual treatment is prescribed, medicated eye ointment or eye drops.
- Sore Throat - sore throat with a fever, or a very sore throat without a fever.
- Cough - cough that is not allergy related.
- Stomach Ache - Complaint of a stomach ache, especially if he or she says it hurts to move and does not want to eat.

### **Returning to School**

For your child's health and safety, and for the health and safety of the St. Paul's School students and staff, your child may return to school when he or she:

- is free of fever, vomiting, and diarrhea for 24 hours without the aid of fever-reducing and other medications.
- has received appropriate prescribed antibiotic medications for contagious diseases like pink eye, strep throat, etc. and has been taking the medication for 24 hours.
- has received an appropriate course of treatment for scabies or head lice.
- is okayed by a Provider to return to school with proof of documentation.

### **Illness and Emergencies during the School Day**

Students who become ill or injured during the school day are sent to the School Office where the nurse or office staff can provide minor first aid (in the case of cuts or scrapes) or pain-reliever, as directed by the parents, and possibly sent home. As part of the Registration Packet, parents may provide authorization to administer Acetaminophen or Ibuprofen, as needed, for minor aches and pains. On the same form, parents must also alert the school to any medical issues of concern, together with instructions on how to care for the child.

## **Medication Policy**

Students requiring medication will need to complete a permission form, contact the office and consult with the school nurse for further medication administration policies. ***St. Paul's Catholic School will act in accordance with all St. Alphonsus School Health Medication policy guidelines for school-based services.*** Medications, including over-the-counter, will NOT be kept in lockers, desks, backpacks, etc. This is for everyone's safety. (Under certain circumstances, students will be allowed to self-administer certain medications, but only with authorization by the school nurse.)

If it becomes necessary for your child to receive medication at school, and if you are unable to arrange to administer it yourself, you are required to provide specific directions to the St. Paul's School Staff. Please fill out the Medical Authorization Form and carefully and thoroughly read the Medication Policy. Oral medications, which are prescribed by a physician, may be administered at school but only in cases when failure to take a medication during school hours could jeopardize the student's health. Any medication sent to school must be in the original, current, properly labeled container.

## **IMMUNIZATIONS**

According to State Law, all students enrolled in school must be properly immunized. Please see Idaho Code § 39-4801 and IDAPA 16, Title 02, Chapter 15, or go to [www.healthandwelfare.idaho.gov](http://www.healthandwelfare.idaho.gov). For the most updated information.

The Idaho State Board of Health requires that students who have not been properly immunized, or properly exempted from the requirements, be excluded from school. It is necessary to present your child's immunization record with his or her registration.

## **SAFE ENVIRONMENT TRAINING**

All volunteers must take the Safe Environment Training course before volunteering with the classes. The Diocese of Boise, in compliance with the U.S. Bishops' "Charter for the Protection of Children and Young People," has established this training program for employees, parents, and volunteers who work with youth. A small fee to cover the cost of a background check is required for the course. Training is offered across the Diocese. After the initial class, parents need to update their training online yearly at:

<https://cmgconnect.org/>.

## **PLAYGROUND RULES**

1. Students must stay in designated areas. If play equipment should go out of the play area, an adult on duty must be asked for permission to retrieve it.
2. Games of physical contact, such as tackle football, are not permitted.
3. No obscene language is permitted.
4. No play related to weapons, pretend or otherwise, is permitted.

## TRANSPORTATION SAFETY RULES

### **MORNING DROP OFF**

Please use 9th Street to drop off your children in the morning. In the interest of safety and accessibility, please do not park on 9th Street in the morning. If you would like to come into the school or stay with your child for morning prayer, please park in the front of the school on 15th Ave.

### **AFTERNOON PICK UP**

Please pick up your children in the back playground by accessing it from the gate off of 16th Ave. The gate will not open until 2:45 or when all students are off the playground. Please do not line up on 16th Ave waiting for the gate to open.

## DRESS CODE

### **DRESS CODE**

The St. Paul's Catholic School Student Dress Code Policy was developed by a committee of stakeholders to promote respect for self and one another, ease the strain on parental budgets, lessen socioeconomic differences, and encourage students to concentrate on learning rather than on what they are wearing.

The goals of our dress code are:

- Students will come to school ready to start the day dressed in proper attire.
  - Students will respect the dress code policy and serve as examples to one another.
  - Students and families understand there will be consequences for dress code violations.
  - Promote open communication between the school and families with regards to any questions or concerns regarding the school's dress code policy.
- 
- Parents have a responsibility to teach their children basic rules of decency and see to it they follow them.
  - St. Paul's has its own behavior management process fully backed by the school administration and the Pastor; this program is communicated to every parent by means of a student handbook.
  - All students are required to behave in a positive manner that does not interfere physically or mentally with their own educational welfare or that of others.

**\*For the most updated policies, please see Dress Code Addendum for the current school year.**



## **UNIFORM POLICY:**

\*Shorts may not be worn between Thanksgiving break and Spring Break

PreK - Kindergarten: Red polo shirt with blue bottoms (shorts, pants, or skirts for girls)

1st - 5th: Light blue polo shirt with navy blue bottoms (shorts, pants, or skirts for girls)

6th - 8th: Navy blue polo shirt with khaki bottoms (shorts, pants, or skirts for girls)

Mass Dress must be worn on the appointed school Mass day.

Girls: Green St. Paul's plaid skirt or jumper with white button up blouse.

Boys: Grade appropriate pant color with white button up shirt with navy blue or green plaid tie.

- Navy blue, gray, or maroon sweaters and vests are always allowed.
- St. Paul's hoodie sweatshirts are not allowed in Mass, but students may wear crew neck St. Paul's sweatshirts to Mass.
- Non- St. Paul's sweatshirts are not allowed in the school. However, they may be worn outside for recess.
- Fridays are spirit dress days, in which students may wear St. Paul's Spirit shirts, along with other Catholic or Diocesan shirts (ex: Bishop Kelly).

Students must wear closed-toe shoes at all times. Socks must be plain colored.

## **BEHAVIOR**

### **St. Paul's Behavioral Plan**

1) First Behavior issue – includes being disruptive, disrespectful, not ready for class, (dress code violation) Give student a verbal warning

2) Second Behavior issue – see above

- Ask student to go to the hall – when time, go talk with the student in private
- Say that he/she may return to the class when they are ready to participate fully in the learning environment
- Parent will be contacted
- Behavior will be documented

3) If misbehavior happens again in your class within a two week period

- Give student a verbal warning – discussion in hall if possible
- Parent will be contacted
- Behavior will be documented
- Principal will be notified

4) Student will be sent to principal's office on this and subsequent behavior infractions

### **CONSEQUENCES**

St. Paul's School has an established set of logical and reasonable consequences for actions which violate the rights of others, including the right to learn. Consequences may include the following:

Consequences may include but are not limited to the following:

Miss next recess, clean cafeteria after lunch, give back to school by helping with tasks/jobs,, apology (either verbal or in writing), behavior plan/contract, 1/2 day in-school suspension, 1/2 day suspension, full day suspension, expulsion.

### **WEAPONS**

In order to provide a safe environment for all students, the possession, actual or pretend, or use of firearms, other weapons, or explosive devices on St. Paul's School premises is not permitted. The possession of a concealed firearm or weapon at school-sponsored events or on the property of St. Paul's School, including the buildings, parking areas, and other premises is strictly prohibited.

## **STUDENT INFORMATION**

### **ACADEMICS & CURRICULUM**

St. Paul's Catholic School is in compliance with the Diocese of Boise academic and curriculum standards.

### **GRADING SYSTEM**

Student grades are a tool to reflect a student's learning and academic progress. Grades are determined by a variety of different assessments and assignments (Tests, Quizzes, Homework, Classwork, Projects, etc.). Grades of A and B are assigned to students who are achieving above the average. A grade of C is assigned to average work. To view your child's grades between report cards, you may log into your parent portal.

The grading system for Kindergarten- 1st grade is standards based.

The grading system for 2nd through 8th grades is:

- A 90 - 100%
- B 80 - 89%
- C 70 - 79%
- D 60 – 69%
- F below 60%

### **Grading scale for K-1**

M = Mastered

P = Progressing

B = Beginning Understanding

N = Not Satisfactory

NA = Not Accessed

### **HOMEWORK**

Homework is a necessary part of a student's education, and is meant to reinforce the learning that takes place inside the classroom. The student should be able to complete most homework tasks with minimal parental help and supervision. If your student is experiencing serious and ongoing difficulty with completing homework, we encourage you to contact your student's teacher immediately. Conversely, if your child consistently neglects homework assignments, his or her teacher will contact the student's family in order to work together to remedy the situation. Although the amount of homework a student receives varies by grade level and time of year, on average, students should spend approximately 10 minutes per grade level (K-5) per night on their homework. For example, a third grader should spend about 30 minutes on homework each night. Middle school students can expect approximately 60-90 minutes per night.

### **LOST AND FOUND**

All found items are placed in the Lost and Found cabinet in the hallway. At the end of each nine-week quarter, the items left unclaimed will be donated to charity. All books, school bags, lunch boxes, and clothing should be clearly marked with the student's first and last names, not just initials. Purses and wallets should include identification.

### **REPORT CARDS**

For all grades, First Quarter Report Cards will be given to parents at their allotted parent-teacher conference time. Second and Third Quarter Report Cards can either be picked up by the parent, or sent home with the student. Fourth Quarter Report Cards will be mailed to the parents' homes. All report cards will appear in the parent portal.

### **RETENTION**

Because not all children progress and mature at the same rate, it is occasionally necessary to evaluate the wisdom of promoting a child to the next grade level. No student should be put in the position of becoming unduly frustrated, of experiencing a feeling of failure, or of undertaking a task for which he or she has not mastered the requisite skills. Facts such as general development and social maturity will be taken into account. If a student is deemed to be

immature; has not achieved his or her full ability, or earns a failing grade in the three core subjects, the teacher can and should recommend that the student be retained and repeat the grade. The decision to retain a student who has not acquired the fundamental skills of his or her grade level will be made in consultation with the parents. If a child is in danger of failing, a conference with the parents must occur no later than the end of the third quarter.

### **SERVICE HOURS FOR STUDENTS**

Part of participating in a Catholic School requires us giving of ourselves for the benefit of others. Sharing our time and talent is an integral part of our Catholicism. We want to instill those values in our students as well. Each student will be required to volunteer an appropriate amount of time based on their grade. Some of this time will take place in the school day settings and some time may be required outside of school. This service will be part of students' religion grade:

Service hours required for each grade level:

PreK-1st grade: 1 hour

1st Grade- 5th Grade: 5 hours per year

6th Grade- 8th Grade: 10 hours per year

### **TEXTBOOKS**

Each student is responsible for the care and maintenance of the textbooks issued to him or her. Textbooks are to be handled with care, and to be kept free from ink and pencil marks. Notations and answers to problems, quizzes, or tests should never be written in them. The use of a book cover protects the textbook from damage and weather. If a textbook is lost or damaged through negligence, the student will be expected to pay for its replacement.

### **TECHNOLOGY: ACCEPTABLE USE POLICY**

#### **TECHNOLOGY: ACCEPTABLE USE POLICY**

The St. Paul's Catholic School Acceptable Use Policy applies to all technology resources including, but not limited to: Chromebooks, iPads, school computers, and cell phones used for educational purposes. St. Paul's Catholic School students and faculty are expected to use technology resources in a considerate, ethical, moral, and legal manner. St. Paul's Catholic School's technology resources are intended to enhance educational opportunities, productivity, and complement the other means of communication within the school community. The use of St. Paul's Catholic School's technology is a privilege and not a right.

#### **Computer Use Policy**

All St. Paul's Parish School technology systems and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on external drives (including cloud drives) brought on school grounds by students or on school owned computers. St. Paul's Parish School reserves the right to monitor, access, retrieve, read

and disclose all messages, information, and files created, sent, posted from, stored on laptops/tablets brought onto school grounds or stored on its system to law enforcement officials or others without prior notice. Any student who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

### **Electronic Devices**

The privacy of all students and employees is protected during the school day. Pictures and/or video can only be used with permission from a teacher at any time during the school day. The school reserves the right to confiscate and review information on any electronic device from students who violate this rule.

### **Acceptable Use on School Network and General Personal Electronic Device Use**

St. Paul's School provides network and computer access to students to use in accordance with the mission and philosophy of St. Paul's Parish School. Students agree to the following terms as a condition of having network access.

- **Appropriate Use:** Student use of the St. Paul's computer network must be consistent with the philosophy of St. Paul's Parish School and its educational goals. Misuse includes any internet conduct on or off school grounds that negatively affects the reputation of St. Paul's Parish School including messages sent, posted or received that suggests harassment, racism, sexism and inappropriate language or symbols.
- **Vandalism/Hacking:** Students will not use their St. Paul's access or other Internet access to interfere with or disrupt network users, services, St. Paul's Parish School data or data of another student, or equipment, either locally or off school grounds.
- **Unauthorized Entry:** Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
- **Inappropriate Messages:** Students will not use their St. Paul's access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
- **Inappropriate Material:** The Internet contains certain material which is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their St. Paul's access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
- **School Personnel:** Students should not take, send, share or post to websites, blogs, images, photos, comments or video of employees of St. Paul's Parish School. This includes the creation of fan pages or groups on social networking sites.
- **Private Use:** Students will not provide their St. Paul's access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the school network as anyone else.
- **Personal Privacy:** Students should not communicate their address, phone number or other

personal information to any person or company on the Internet or through email.

- Unauthorized Programs or Computers: Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel.
- Copyright: Students are not to post to websites, blogs any photos or logos that are property (intellectual property) of St. Paul's Parish School. Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This includes the use of ssh, proxy bypass software, remote desktop sessions, anonymizing websites/software, personal hot-spots and other technologies. Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Any consequences of service interruption or privacy violation will lead to disciplinary action. Such action can include suspension and/or dismissal from St. Paul's Parish School, and may face legal prosecution.

Consequences for violation are as follows:

- First violation: Suspension of network access for 24 hours (1 school day).
- Second violation: Suspension of network access for one full week (7 school days).
- Third violation: Appear before principal and pastor with recommendation for dismissal.

Agreement and receipt of this handbook, indicates agreement with the Diocesan acceptable use policy

## ACTIVITIES

### **FIELD TRIPS**

Field Trips are learning situations which link study within the classroom to the real world, outside the bounds of school. Students benefit from the cultural and educational value they afford. Teachers will provide preparation, follow-up and specific goals for each Field Trip. A reasonable cost extended to parents to help defray the expenses may be necessary. Field Trips are a privilege. Only students with signed and dated release forms may attend. A student may be denied participation if he or she fails to meet academic or conduct requirements. Parents are often asked to help transport and chaperone students on Field Trips. All volunteers must be cleared through the Safe Environment Training, and all drivers must provide a copy of his or her current Driver's License and proof of Auto Insurance to keep on file in the School Office; these documents must be submitted two weeks prior to driving. The insurance of each driver is the primary insurance for coverage. All students must return to school at the conclusion of each Field Trip. Drivers may not make stops between destinations, and may not make phone calls or send text messages while driving. Viewing videos is not permitted during the ride to or from a Field Trip since the appropriateness of viewing material varies from family to family. If a driver is involved in an accident while transporting students on Field Trips, an Accident Report Form must be filed with the School Office immediately.

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

St. Paul's participates with Treasure Valley Catholic Schools (TVCS) for sports and activities

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Representing St. Paul's Catholic School in the various team sports (such as basketball, football, softball, tennis, track, volleyball, and wrestling) and activities (such as Girl and Boy Scouts) is a privilege extended to students. There are academic and conduct requirements for participation: Students must maintain a grade average of a 2.0 (C) or above in all subjects, with no failing grades, in order to be eligible for participation in school activities. Eligibility is bi-monthly during the season in which the student is participating. Students must be recommended by their teachers based on his or her cooperation with school rules and their conduct in class. Students may be removed from activities if he or she does not display a Christian attitude.

## **BACKPACK PROGRAM**

### **AFTER SCHOOL CARE**

During the school year, St. Paul's Catholic School will be providing Backpack after school care for students. During Backpack ,students will have time for a snack, play, and schoolwork. We request that you send a snack and a water bottle with your child if they are going to be in Backpack. The Backpack program generally runs from 3:00 - 6:00 on school days. However, there are days in which Backpack is not offered or the times are different, so be sure to check the school's Academic Calendar for specific dates.

## PARENT CODE OF CONDUCT

### **Parental Code of Conduct at St. Paul's Catholic School**

This Code of Conduct applies to all parents, guardians, volunteers, and visitors who are involved in our school community at St. Paul's Catholic School. It also applies to all who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, there is an expectation of support for the Vision and Mission of St. Paul's Catholic School.

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents and guardians always model acceptable, Christian behavior within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic school are guided by similar codes. The Code is written in line with the school's values and expectations.

#### **The Gospel and Our Values:**

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us:

#### **In living out the Gospel values, we strive to develop the following:**

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication

#### **As a Parent we ask that you:**

- Support in words and actions the philosophy of Catholic Education at St. Paul's Catholic School
- Partner with the school and support your child in their faith
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.
- Help your child/ren to understand that 'giving of your very best' is what matters rather than always comparing yourself against the capabilities or achievements of others



- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined in the student/parent handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the handbook,
- Support the school in its efforts to maintain a positive teaching and learning environment
- Prevent gossip and hearsay by communicating with the school directly
- Sustain a positive and cooperative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media

#### **Rights of a Parent:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

#### **Responsibilities of a Parent, Volunteer or Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of all school personnel and other individuals
- Respect the reputation of teachers/administration and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To safeguard children it is best to not discuss grievances or perceived failings in front of them regarding the school
- On outings, helping in class or on campus, parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in

school liturgies or special events including athletics, concerts, academic and cultural events

### **Grievance Process for a Parent, Volunteer, and Visitor:**

St. Paul's Catholic School wants to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see the principal
3. The Principal (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may schedule a meeting with the Pastor of St. Paul's Parish

## **Title 1 Parent Notification Requirements**

Compacts are voluntary agreements between families and schools aligning with the requirement under Elementary and Secondary Education Act (ESEA) for any parents of students participating in activities, services, and programs funded by Title I, Part A.

- *It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, this compact was created including the following as agreed upon roles and responsibilities that we, as partners, will carry out to support student success.*

### **As a teacher, I will:**

- Provide high-quality curriculum and instruction in a supportive and effective environment that enable the participating children to meet the state's student achievement standards.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress and make myself available for families as applicable.
- Provide opportunities and encourage families to volunteer and/or participate.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful extensions of learning for the home environment as applicable
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

### **As a student, I will:**

- Come to school ready to learn and work hard to the extent possible and within my ability.
- Bring necessary materials, completed assignments and homework.

- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

**As a parent/guardian or family member I will:**

- Read to my child or encourage my child's growth academically and support where I can.
- Communicate with the teacher or the school when I have a concern.
- Participate in decisions relating to my child's education and overall need.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school, to the extent possible, in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families

## **Parent Involvement Policy 23/24 SY**

Parent Involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and are included, in decision-making and on advisory committees as appropriate to assist in the education of their child;
4. that parents are involved in identifying barriers to greater participation by parents in parent involvement activities.

**Purpose:** The purpose of parent involvement is to increase each parent's capacity to help their child(ren) be successful in school.

To facilitate meaningful parent involvement in our school we will:

1. **Develop a Parent Advisory Committee:** The school will establish a parent advisory committee to assist in the review of their parent compact, parent involvement plan, use of parent involvement funds, and the annual review and evaluation of our school Title I program as well as the review and plan for school improvement. The school will solicit parents to serve on the committee at the start of each school year. Any parent of a student in this school is eligible to serve on this committee. The school will establish, from a list

of parents willing to serve on the committee, a group of 6 to 12 parents who serve throughout the school year. Every effort will be made to make all parents aware of the efforts of this committee and solicit input from all parents concerning these efforts. The Parent Advisory Committee, or any parent, may request opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and the school respond to any such suggestions as soon as practicably possible.

2. Annually review our Parent Involvement Plan: The school will, with consultation and input from their parents, annually review and when necessary revise this parent involvement plan. The plan will outline how the school will work with their parents to throughout the school year. A meeting will be held within the first month of school to review and possibly revise this plan. This plan will clearly establish when and how parents will be involved in all aspects of the Title I program.

3. Annually review our Parent /School Compact: The school will, with consultation and input from their parents, annually review their Parent/School compact. The compact will list the responsibilities of the student, parent/caregiver, classroom teacher, and school administrator. All parents will be annually provided copies of the parent/school compacts at the start of each school year and will be provided with opportunities for input into this document throughout the year. A meeting will be held in the spring of each year to provide parents an opportunity to review and possibly revise the current parent/school compact. Throughout the school year parent input on the parent/school compact will be solicited and used during the spring meeting in the possible revision of this document.

4. Annually establish how Title I Parent Involvement Funds will be used: The school will, with consultation and input from their parents, annually develop a plan for use of any and all Title I parent involvement funds. These funds will be used to provide parents with materials, pay reasonable and necessary expenses associated with parental involvement activities (including transportation and childcare costs) to enable participation in school related meetings and training, and other costs directly associated with increasing parental involvement. A plan for use of these funds should be completed at the first meeting of the school year and be shared with all parents.

5. Annually review the use of Title I funds and evaluation of the use of these funds: The school will, with consultation and input from their parents, annually review how Title I funds will be used throughout the school year. This should be done at the first meeting of the year. Parents will be provided with data that supports the use of these funds and be asked for their input. Before the end of each school year parents will be provided with evaluation information/data that assesses the effectiveness of the Title I school program, staff development conducted throughout the year, and all parent involvement activities held during the year.

6. Facilitate regular, meaningful two-way communication: The school will hold an annual meeting for parent to explain Title I and what it means to them as a parent and to their student and to explain the right of parents to be involved in the school and in their child(ren)'s education. This will be done at Back to School Night, early in the fall.

The school will also offer this information at meetings held at flexible and convenient times for parents. The school will provide parents a description and explanation of the curriculum, student progress measures, and the proficiency levels students are expected to meet and how to monitor a child's progress and work with educators to improve the student achievement. Curriculum, content standards, measures and proficiency levels will be highlighted in the parent newsletter monthly. The school will ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a timely manner and in a format and, to the extent practicable, in a language the parents can understand, and provide reasonable alternate formats as requested.

7. Build the capacity of parents to support their child(ren)'s learning: The school will provide materials and training to help parents to work with their children to improve their children's achievement This will include a family math night and a family reading night. The school will also work with the district and a local program to offer Love and Logic courses for parents.

8. Coordinate and integrate the school's parent involvement programs with early childhood programs in the community and in the school: To the extent feasible and appropriate, the Title I consulting teacher and Special Education teacher will work with the preschool program, Head Start, and Parents as Teachers to conduct activities that encourage and support parents in more fully participating in the education of their children. At a minimum, parents in these programs will be invited to participate in Love and Logic courses as well as invited to a transition night before the start of school for parents of children transitioning to Kindergarten.

9. Build the capacity of school staff to work with parents: The school will work with the district Title I and LEP programs to train and education staff in how to reach out to, communicate with, work with parents as equal partners and build ties between the parent and the school.

**It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.**

**Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at St. Paul's Catholic School, are accepting of this Code of Conduct in its entirety.**

## TECHNOLOGY AGREEMENT

### **Acceptable Use Terms of Computer and Internet Use by Students and Families**

The purpose of this document is to provide the terms and conditions under which the students of St. Paul's Catholic School are allowed the use of electronic computers as well as access to the internet on school premises. This also encompasses outside of school usage by students and families that negatively impacts our school environment.

In accordance with the [Diocese of Boise guidelines](#) for schools concerning the use of technology in the classroom, St. Paul's students' use of computers and internet are to be consistent with Catholic school values.

Areas of emphasis which will cause a student to lose the use of technology resources at St. Paul's Catholic School include:

1. Violation of the intent of the Diocese of Boise technology guidelines.
2. Violation of public law.
3. Violation of the Acceptable Use policy
4. Plagiarism.
5. Willful destruction or modification of technological resources, including any alteration whatsoever of existing computer operating systems, installed software and associated hardware and wiring.
6. Inappropriate telecommunication, including so-called "chat rooms", "instant messenger" or variations thereof.
7. Inappropriate internet usage, including willful access to inappropriate content, the acquisition or "downloading" of the same and any subsequent distribution of inappropriate material.

Failure to comply with these terms and conditions will result in  
Loss of all technology privileges;

A parent-teacher conference.

Ongoing infractions require an Implementation of a Behavior Plan

**Social Media Postings of Student Photographs** St. Paul's Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Paul's Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Paul's Catholic School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own child without parent permission on their personal Facebook® page and other social media sites. Such postings are a violation of the St. Paul's Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Paul's Catholic School

**Instagram® and other Social Media Resources: As stated in the Social Media Policy, photos and captions on a student or parent's Instagram® or any other Social Media Resources account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.**

**Addendum A- Student Parent Handbook  
Fundraising/Volunteer Requirements  
2023-2024**

**Fall Fair:**

1. Work 5 hours of volunteer time
2. Provide 1 dessert for the Cake Walk
3. Sell \$50 in raffle tickets
4. Provide 1 item for the Country Store

\*option to buy out of all requirements for \$500 - if requirements are not met the buy-out will be automatically charged to your account

**Spring Gala:**

Work 5 hours of volunteer time

Sell \$50 in raffle tickets

Provide at least \$100 in items for the Silent and/or Live Auction

Assist classroom teacher(s) with Class Project

\*option to buy out of all requirements for \$500 - if requirements are not met the buy-out will be automatically charged to your account

**General Volunteer:**

Ten hours of volunteer time

Refer to St. Paul's Parent Association for volunteer opportunities

\*option to buy out of all requirements for general volunteer is \$250

Total buyout for all volunteer/fundraising responsibilities: \$1250