

ST. PAUL'S CATHOLIC SCHOOL PARENT/STUDENT HANDBOOK

2022-2023 (Any new edits for this year have been printed in green)

Dear Parents and Students,

Welcome to St. Paul's Catholic School! In choosing St. Paul's Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. This handbook is a reference, covering many of the philosophies, policies, and procedures of our beloved school. Please read it and discuss the contents with your children. Your familiarity with this handbook greatly improves communication between the school and your family. Outstanding communication is a goal of every school because it maximizes the educational benefits for its students. If we work together as partners, we will empower our children to reach their highest potential and take responsibility for their behavior and learning. The faculty and staff are very excited about the new school year and look forward to working with you to promote academic excellence and spiritual development. Here's to a school year filled with love and learning!

God Bless, Joanne Beloin - Principal

ST. PAUL'S CATHOLIC SCHOOL STAFF and FACULTY

Pastor: Father Curtis Miller

Principal: Joanne Beloin, M.Ed

Reception: Irene LeBlanc

Custodian:

Pre-K/Kindergarten:

Grade 1 & 2: Stacey Lemire

Grade 3 & 4 Jen Wilson

Interventionist Kris Trevits, Ruth Martin

Grade 5-8, Science and Technology: Frank Trebilcock

Math 5/6 Joanne Beloin

LA 5-8 Ruth Martin

Religion Father Curtis Miller

Afterschool: Maxine Carbonneau

ST. PAUL'S CATHOLIC SCHOOL BOARD

_____ – Chairman of the Board

Irene LeBlanc

Ryan Ives

Andy Stenger

George Piette

THIS COULD BE YOU! WE HAVE OPEN SEATS

MISSION STATEMENT St. Paul's Catholic School instills Christian values in its students and a desire to make a positive difference in the world.

VISION Through the close partnership of family, student, and our academically-enriched and emotionally safe environment we will empower our students to reach their highest potential and take responsibility for their behavior and learning.

STAFF AND FACULTY OBJECTIVES We are committed to developing in each student:

- An eternal relationship with Jesus Christ
- A sense of self worth
- A spirit of discovery and inquiry
- An enthusiasm for lifelong learning

CHALLENGE TO THE STUDENTS

- Obey the Ten Commandments - Live the Beatitudes and Virtues •

Use your strengths to face the complex challenges of today and the future

SCHOOL PROCEDURES AND POLICIES (TOPICS IN ALPHABETICAL ORDER)

ABSENCES AND TARDINESS

Effectively developing a student's cognitive mind, spiritual soul and behavioral disciplines is a very challenging task if the student has excellent (3 absences or less) or

perfect attendance. Trying to complete this task when the student has poor (10 absences or more) attendance makes the task extremely difficult. Why? There are three main reasons:

1. Whole-Person Concept (cognitive, spiritual, behavioral) development requires the student's presence for group interaction. Becoming a productive, values-based member of society depends on the student's cumulative development in group interaction at home and in school. If the student's attendance begins to drop, the student's development suffers.
2. In addition to teachers and textbooks, students develop with the help of fellow students. Whether it's cognitive, spiritual or behavioral, development stalls when a friend or helping classmate is absent.
3. Make-up work doesn't develop a student as well as in-class work. The student misses class discussions, relevant examples on new subject materials and direct teacher assistance. There is no substitute for being in-class.

When a student will be absent unexpectedly from school, a parent/guardian should call the office by 8:30 each day of the absence. If the office does not receive a call, a parent/guardian will be contacted. This policy is for the protection of St. Paul's Catholic School students. In the event of a planned absence from school, parents must notify in writing the front desk and all affected teachers of the dates as soon as feasible, at least two weeks in advance. Students are responsible for making arrangements with the teacher(s). Work not completed properly and handed in the required time will result in a lower grade for that marking period. While the school strives to work with families as much as possible, teachers are not responsible for the amount of work missed while the student is away and are not required or obliged to create a work study program for the determined absence. Being away from school for a week or more creates difficulties for the student as well as for the teacher responsible for your child's academic growth. •

Ordinarily, absences are considered to be authorized in the following instances:

Personal illness

Death in the family

School sponsored trips

Absences which have been approved by the principal

Among the reasons for which absences would be considered unauthorized are:

- Truancy
- Doing errands
- Shopping

- Providing baby-sitting services

- Taking vacation when school is in session. (Only in extenuating personal circumstances will vacations during school be authorized. Extended time missed from school is strongly discouraged.)

Please note: Teachers are not required to provide make-up work, tests, or quizzes for unauthorized absences. Such unauthorized absences may result in a student receiving poor grades or possibly failing a subject. If a student accumulates a total of 4 absences in a trimester, the school office will send a “letter of awareness” to the parents. The purpose of this letter is to remind the parents that excessive absenteeism hinders a student’s development and performance. 5 absences in a trimester will generate a “letter of concern” from the Principal. Students arriving after 8:00 (bus students are exempt) must report to the office for a tardy slip. The student will present the slip to the primary teacher. Due to the disruptive impact of tardiness, students accumulating 4 tardy slips in a trimester will receive a “letter of awareness” from the school office. 5 tardy slips in a trimester will generate a “letter of concern” from the principal. Note: This doesn't apply to children arriving on a late bus.

ADMISSIONS Pre-Kindergarten children must be three (2 year program) or four by September 1. Students enrolling in Kindergarten, must be five years old on or before September 1 of the school year in which they are enrolling respectfully. Ages must be verified by a birth certificate. Immunization records must be complete. (See Immunization Policy). Exceptions will be made by the determination of school readiness by the Principal.

ADMISSION POLICY St . Paul’s School is open to children of all faiths and backgrounds. However, St. Paul’s Catholic School is a Catholic School and that as members of the school, non-Catholic's receive Catholic teachings and be expected to understand the teachings of the Catholic Church. To ensure our school is capable of educating a prospective candidate, a screening process consisting of a questionnaire, interviews, student shadowing, assessments, and/or record checks will be conducted prior to official admittance and registration to our school.

If a shortage of available seats occurs in a grade, the following order will be followed:

- Present children

- Siblings of Present Children

- Catholic Parishioners

- Others St. Paul’s Catholic School will keep a list of names of families who will want information sent to them in the future about admission.

This information will be sent out before information night to invite these perspective families. No preference will be given to them, however, in acceptance of their children. They will be put into the above criteria.

ALCOHOL AND DRUGS The possession, sale, or use of alcohol, drugs, or any other controlled substance, on school property or buses, is forbidden. Violation of this rule will cause immediate suspension or expulsion and will be reported to appropriate law enforcement agencies. (See Medication Policy)

ARRIVAL AND DISMISSAL At St. Paul's, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. It is extremely important that children be ON TIME for the start of the school day. Children who arrive after 8:00 will report to the Office. Late buses are the exception to this rule. Children should not arrive at school before 7:40 A.M. and should leave for home promptly at 2:40 P.M. They are requested to wait on the playground which is supervised from 7:40 A.M. until the start of school. Children wait indoors during inclement weather. Those who wait for a ride home must be picked up before 3:00 P.M. Note: An "After School Program" is available for students. The program runs from 2:40 – 5:00 p.m. Snack will be provided. Additional fees apply. Late charges are assessed after 5:00 PM.

Diocesan regulations required that the annual school calendar include at least 180 days. The State of VT requires 175 student-teacher days. Regular attendance is essential to a child's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a child and is regarded as a very serious problem.

BREAKFAST PROGRAM The St. Paul's Catholic School Breakfast Program provides a brief opportunity for students to eat a hearty snack at about 9:30 AM in their rooms. All families are encouraged to fill out the NSLP and Household Income Eligibility forms. These help the school get funding through grants.

BUS CONDUCT The following rules have been established in order to ensure the safety of all students who ride buses:

1. Orderly behavior is required at the bus stop.
2. Remain seated, facing front, when bus is in motion.
3. Talk quietly and make no unnecessary noise.
4. Keep head and arms inside the bus.
5. Do not litter or throw anything out the window.
6. Eating on the bus is not allowed.

Infractions of the above rules can result in loss of bus privileges. Transportation to and from School will be the responsibility of the Parents.

CANCELLATION OF SCHOOL Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crises. School will not be canceled unless significant safety risk has been created by unusual circumstances.

The school will usually follow the decision of the Orleans County Supervisory Union during inclement weather due to the shared busing and similar safety guidelines. Every practical means is used to notify parents of a cancellation. Announcements will be made on WCAX TV. Announcements are usually aired by 6:30 A.M. A phone call alert will be sent out using the most current data you entered in Ren Web as soon as the cancellation occurs. In the unusual circumstance where school must be canceled during the school day, the Administration and faculty will determine that all children have satisfactory transportation and supervision at their home before releasing them from school. A school personnel will telephone parents or guardians. Please be sure the school has updated emergency phone numbers.

CHANGE OF ADDRESS/TELEPHONE NUMBER It is very important that every family maintain an up-to-date address and telephone number record at the Office and on the SIS FACTS. Please notify St. Paul's immediately if you have a change of address or telephone number during the school year. We must also be notified if there is a change in emergency numbers.

CHRISTIAN SERVICE REQUIREMENT Students in grades 7 and 8 will be required to perform 5 hours each school year in order to successfully graduate from 8th grade at St. Paul's Catholic School. The hours will require that the student has proper supervision from a parent or guardian and is performed outside of regular school hours. Students will also have to have their service hours documented and signed by the individual whom they are doing the work for. A short reflection paper will accompany the log of hours. This service component is in place to continue our school's mission of instilling Christian values and making a positive difference in the world.

COMPUTER/TECHNOLOGY AND INTERNET USE The Internet is a tremendous educational resource. We are pleased to be able to provide Internet access to the St. Paul's Catholic School community and believe the Internet offers valuable, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the Catholic School setting. The faculty at St. Paul's Catholic School has taken precautions to control access to controversial materials by being present at all times when students are on the Internet, by installing software to help block inappropriate sites and log access, and by instructing students to the proper use of the Internet and electronic mail (e-mail). However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe, however, that the benefits of the valuable information and interactions available on the network far outweigh the risks that users may procure material that is not consistent with the educational goals of this school. Availability of the Internet to students at St. Paul's Catholic School rests upon the proper conduct of individual students who must adhere to strict guidelines. These

guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. Internet safety is very important to us. Since 2014, our computers are filtered by Covenant Eyes. This filter will block known keywords in searches and alert the administrators of any suspect searches. Students can add this filter to their device if they need to use their personal device at school and request our Wifi connection. If a student violates any of these provisions, future access to the internet at St. Paul's Catholic School may be denied to that student. The signatures made on the agreement form indicate that you have read this document, discussed it with your child, and that you and your child understand the conditions herein.

SECTION A – GENERAL TERMS AND CONDITIONS

1. Acceptable Use.

The purpose of using the Internet in our school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of St. Paul's Catholic School. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material.

2. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge, or the administration, will deem what is inappropriate use and the decision of the administration is final.

3. Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.

4. Copyright

Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.

5. Security

If your student identifies a security problem on the Internet, he or she should notify a teacher immediately. A student should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log on to the network or the Internet as anyone other than the student him or herself will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the network and Internet.

6. Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as, but is not limited to, malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. Vandalism includes, but is not limited to, the uploading or downloading of any viruses, attempts to send viruses, attempts at gaining unauthorized access, attempts to change or misrepresent one's identity online, or destruction of computer equipment.

SECTION B – STUDENT AGREEMENT This section is to be read by students in Grades Pre-K through 8 and discussed with their parent(s) or guardian(s). Both parents and students must sign this document below. Please return the signed portion of this document to school.

I. Personal Responsibility As a student at St. Paul's Catholic School, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered, but not limited to, any message(s) sent or received that indicate racism, sexism, inappropriate language, etc. Misuse is also considered, but is not limited to, to be intentionally accessing any Internet site deemed inappropriate by the faculty or administration at St. Paul's Catholic School.

II. Acceptable Use My use of the Internet and e-mail will be in support of educational research and/or knowledge as defined by the teacher in charge, or by administration. I understand that "surfing" the Internet results in congestion on our school network, which slows it down for others, and will not engage in it.

III. Network Etiquette I will abide by the following rules of network etiquette at all times.

1. I will be polite.
2. I will never send, or encourage others to send, abusive or unkind messages.
3. I will use appropriate language.
4. I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any inappropriate language.
5. I will abide by other rules as may be necessarily given by the teacher in charge or the administration.

IV. Privacy I will not reveal my home address, full name, or personal phone number to anyone at any time. I will not reveal the home address, full name, or personal phone

number of any member of the St. Paul's Catholic School community to anyone on the Internet at any time.

V. Electronic Mail (E-mail), Facebook, Twitter and All Social Media Sites I understand that electronic mail and all social media sites like Facebook and Twitter are not guaranteed to be private and all material on those sites can be viewed by a staff member if the student is caught or suspected to be using it inappropriately. I will not send anything I do not want others to read.

VI. Security I understand that security on our network is very important. I will never attempt to guess other users' passwords at any time. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately

1. Vandalism

I understand that vandalism is defined as, but not limited to, any malicious attempt to harm or destroy other people's data within St. Paul's Catholic School and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of networking privileges.

2. Copyright

I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people's work, I will ask permission when possible, and will always credit the author accordingly. The use of the Internet and e-mail at St. Paul's Catholic School is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulation is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.

CONFERENCES Parents are asked to make a specific appointment with the teachers of each of their children, for the parent-teacher-student trimester conference, regardless of the progress of the child. This conference is very valuable to the overall education program. Our faculty can better teach and manage your child's performance if they can share their understanding of the student directly with the parent. If a parent has a special concern, it is not necessary to wait until parent-teacher conference time. Conferences can be arranged at any time during the school year. Please call the school office to request a conference.

CRISIS MANAGEMENT St. Paul's Catholic School is dedicated to the well being of its faculty, staff, students and families. This dedication extends to the management of crisis situations that may occur on or off the school campus. Crisis management is cyclical and includes the following stages:

- Mitigation/Prevention
- Preparedness
- Response
- Recovery Training, reviewing, revising, and communicating with faculty, staff, parents, students, and local emergency officials continue throughout the school year to minimize the impact of possible crises. Teachers are required to keep a copy of the St. Paul's Catholic School Crisis Management Reference Handbook in their classrooms, during additional duties, and off campus activities. A complete copy of the Vermont School Crisis Guide, a copy of "Practical Information on Crisis Planning", and the crisis management reference handbook are filed in the school office.

CURRICULUM All subjects taught at St. Paul's Catholic School meet the requirements of the Diocesan Office of Education and the State of Vermont. The school's Curriculum is on file in the school office and is currently being aligned to the National Common Core Standards.

DCF (Department for Children and Families) Vermont law (33.V.S.A. 49, § 4912) defines an abused or neglected child as one whose physical health, psychological growth and development or welfare is harmed or is at substantial risk of harm by the acts or omissions of his or her parent or other person responsible for the child's welfare. An abused or neglected child also means a child who is sexually abused or at substantial risk of sexual abuse by any person. School guidance counselor, librarian, principal, superintendent, teacher, or other individual employed or contracted and paid by a school to provide student services for five or more hours a week during the school year are legally required as mandated reporters to report suspected child abuse or neglect to DCF within 24 hours. VT law provides the school with immunity from civil or criminal liability as long as the report was made in good faith.

DISCIPLINE Our school is participating in an important academic and behavioral initiative. It is called Responsive Classroom (RC) Principles and Practices of Responsive Classroom The Responsive Classroom approach is a way of teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. Developed by classroom teachers, the approach consists of practical strategies for helping children build academic and social-emotional competencies day in and day out. Guiding Principles The Responsive Classroom approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers. Seven principles guide this approach:

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn: Process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children's education.
7. How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

Classroom Practices

The Responsive Classroom is a general approach to teaching, rather than a program designed to address a specific school issue. It is based on the premise that children learn best when they have both academic and social-emotional skills. The Responsive Classroom approach consists of a set of practices that build academic and social-emotional competencies and that can be used along with many other programs.

These classroom practices are the heart of the Responsive Classroom approach:

- Morning Meeting—gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead
- Rule Creation—helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- Interactive Modeling—teaching children to notice and internalize expected behaviors through a unique modeling technique
- Positive Teacher Language—using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- Logical Consequences—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- Guided Discovery—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- Academic Choice—increasing student learning by allowing students teacher-structured choices in their work

- Classroom Organization—setting up the physical room in ways that encourage students' independence, cooperation, and productivity
- Working with Families—creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
- Collaborative Problem Solving—using conferencing, role playing, and other strategies to resolve problems with students

As part of our RC process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the rules in a positive manner, we do the following when teaching academics and behavior:

Start each day with a morning meeting. We will share, greet, have an activity and read a community message. Constantly teach and refer to our school-wide expectations.

Provide students with more praise than correction.

Talk to students with respect using positive voice tone.

Actively engage everyone in the class during instruction.

Use pre-correcting, prompting and redirecting as we teach.

Look for the positive first and provide positive, immediate, frequent and explicit feedback.

DRESS CODE

The rules regarding the dress code at St. Paul School are to enhance the appearance of the school and promote self-esteem and pride in performance. Children should come to school neatly dressed at all times. The Administration reserves the right to contact the parent if it becomes necessary to question attire. The following are St. Paul's uniform regulations:

Girls Uniform

- Navy Blue Skirt or Scooter (three-tab, flower buckle, pleated, kick-pleat, and two-tab...not fade-away, long, side-pleat)
- Royal Blue, Red or Navy Blue (no more White) short or long sleeve polo shirt with St. Paul's patch on the left chest (no logos or designs).
- Navy Blue Pleated Slacks
- White or Navy Blue Nylon Cable Knee-High socks or anklets

- Navy Blue sweater vest or cardigan (no logos or designs). SPPA sells a Navy Blue Hoodie that may be worn.

Note: Check the St. Paul's Catholic School French Toast dress code sheets or the French Toast website (source code QS48B8) for correct item #s

- Skirt length must be within 3 inches from the top of the kneecap to 1 inch below the kneecap
- Sneakers and shoes: rear of heel 1 3 /4 inch height maximum
- Hair: Neat, conservative highlights (no blues, greens, or blond racing stripes. If you're not sure, please see the principal).
- Exaggerated hairstyles will not be permitted. (Mohawks, tails, etc.) If you are not sure, it's probably exaggerated. See principal if unsure. Hair will not obstruct vision.
- All hair accessories: conservative design: navy blue, red, black, dark brown or white.
- Earrings: one set in the appropriate position (ear lobe only) Flat earring for safety purposes-no loops or dangly earrings, not larger than a dime. Fingernails: No nail polish or no fake nails. Polish is a grade 7/8 privilege.
- Necklaces will not be visible, unless religious and blest.
- Bracelets: one per wrist, maximum of 1 inch width.
- Makeup of any kind is not permitted. Light makeup is a grade 7/8 privilege.
- Undergarment tops or brassieres: White and concealed.
- Socks- Must be matching, solid red, white, blue or black.
- Uniform items with small holes must be mended. Items with large holes or large permanent stains must be replaced.
- Hats may not be worn in school.

Note: The Principal must approve uniform item substitutions.

Boys Uniform

- Navy blue pleated double-knee pant
- Navy blue pleated shorts with crew socks may be worn Aug-Oct and May-June
- Royal blue, red or navy blue (no more white) shirt or long sleeve polo shirt with St. Paul's Catholic patch on the left chest.
- Navy Blue vest or sweater (no logos or designs). SPPA sells a navy hoodie that is allowed.
 - Socks- Must be matching, solid red, white, blue or black
- Hats may not be worn in school

- Hair: Neat, conservative highlights (no blues, greens, or blond racing stripes please. If you're not sure, please see the principal.) Exaggerated hairstyles will not be permitted.
- Uniform items with small holes must be mended. Items with large holes or large permanent stains must be replaced
- Tattoos of any kind will not be permitted for girls or boys.
- Body piercing of any kind will not be permitted other than the earrings allowed for girls only as previously stated.
- Boys are expected to be clean-shaven at all times.

Note: The Principal must approve uniform item substitutions.

EARLY DISMISSAL Children who require early dismissal must bring a written parental request. We ask, whenever possible, that doctor and dentist appointments be made for AFTER SCHOOL HOURS. Parents must stop at the Office and sign their child(ren) out of school.

ELECTRONIC DEVICES We understand that the changing times might necessitate families to allow their children to have a phone for after school security. In the past, students were told to leave their phones in their packs and out of sight. However, as some of our new safety trainings have taught us, that in the event of an emergency, students must be able to have access to their phones. In a lockdown situation, they would not be able to reach their phones. If a student chooses to carry their phone, it will be in silent mode and will not be used during the day. All rules still apply while the phone is in their possession.

All electronic devices capable of making phone calls, texting, instant messaging, taking photographs, or connecting to the internet via data plan or WiFi must have teacher's permission to be used during the school day for lessons including but not limited to researching, or some other school related function that can be directly supervised. If the device is seen leaving a backpack, desk, or any other unauthorized location during the school day then that device will be confiscated and given to the office where the parent or guardian will have to pick it up at the availability of the office staff. A filter called Covenant Eyes must be installed. Any student with an electronic device that is found using it in an unauthorized location will have the device confiscated and further discipline can be administered depending on the usage. Students will use the school phone to make any necessary phone calls for schedule changes, transportation concerns, or to inform parents about any sporting event information. Having an electronic device in school is a privilege, not a right, that can be taken away if not used appropriately and according to school policy. St. Paul's Catholic School bears no responsibility for lost or damaged electronic devices, they are brought to school at the student's own risk.

EMERGENCY INFORMATION In case of an emergency each child is required to have current information recorded on the electronic student information system called FACTS SIS, formally known as Ren Web:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address
3. Home phone and parent(s) work phone, current cell numbers
4. Emergency phone number of friend or relative
5. Medical alert information, including the child's doctor's name and phone number.

FIELD TRIP A field trip is an exciting educational experience and we believe that it plays a valuable role in the development of the children. Field trips are designed to supplement different aspects of the classroom curriculum and to introduce children to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms to be returned to the teacher. Sometimes a small amount of money may be requested for each child to help defray transportation cost. Parents are encouraged to attend field trip outings with the children. Parents who volunteer to drive on field trips must provide proof of insurance and driver's license and also to ensure that each child is using a seat belt and or car seat in the car. All volunteers must participate in the training. Note: The 8th grade field trip is the responsibility of the students and parents. Students will carry out the fund-raising; parents will supervise. This may be overnight, if approved by the Principal. If it is an educational trip, it may be taken within the school year.

FUNDRAISING St. Paul's Catholic School holds many fund-raising campaigns each year. Participation by school families is expected. The Principal will approve all class projects. The cost to educate each student is close to \$9000. Our tuition is less than half that. Therefore, we need your help to offset that in helping to raise the funds to operate our school either in fundraising or service to the school. It is expected that each family will fulfill their share as stated in the TUITION section, page 25.

If you would like to opt out of this obligation, you can contact the office to make your payment in full.

GIFTS Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. Gum, Candy, gum and soda are not permitted in school on regular days, and should be reserved for special celebrations.

HOMEWORK Homework is important as an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent work, research, and creative thinking. It also helps develop a sense of responsibility. Parents can help their children by arranging

a quiet, comfortable place for their children to work and seeing that assignments are completed. Homework is the responsibility of your child. Parents should check assignments and completion of work. Homework assignments vary at different grade levels. Quality homework is expected from students. Homework that is carelessly done is unacceptable. Parents/guardians are expected to co-operate in this matter. Each student in Grades 1 to 8 must do assigned homework, or their grades will be adversely affected. Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below. Teachers should consider the ability of the group and the assignments of other teachers when requiring home study.

Grades 1-2 20 minutes

Grades 3-4 40 minutes

Grades 5-6 60 minutes

Grades 7-8 90 minutes

Grades K-6 may be assigned homework Monday through Thursday. Grades 7-8 may be assigned some weekend work.

Homework Policy During Authorized Absences During lengthy absences (longer than two days), a parent/guardian may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. Students may also make arrangements with classmates regarding assignments. After a short absence, students should check with the teacher to determine missed work. Students will be allowed one day for each day of authorized absence. For example, a student who was absent three days should be given three school days to complete the missed work.

ILLNESS OR INJURY In case of illness or injury, parents will be notified by a member of the school staff for instructions. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Please remember that an emergency telephone number where parents can be reached and the name and telephone number of the child's doctor must be on file at the school. Please keep these telephone numbers up to date.

IMMUNIZATIONS Each child admitted to St. Paul's Catholic School must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough and polio. Also required is a rubella / rubeola vaccination and tuberculin skin test. Hearing and vision screening are given during the school year when available. In rare circumstances, the medical exemptions will be considered. **The religious exemption will not be accepted**

since the Catholic Medical Association states that: "We think that vaccination is a moral good, that it's good for patients, and that it has benefited society greatly. We have a responsibility as moral agents to protect the common good and to immunize ourselves and our children against communicable disease."

KINDERGARTEN Children entering Kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents must bring a birth certificate and immunization records in order to complete enrollment.

LAVATORY AND HALLWAYS To insure orderly movement and the safety of all, children will:

1. Walk at all times in any part of the building.
2. Receive permission for lavatory privileges from the teacher. Teachers and staff can make a check of all lavatories.

LUNCH Children will show respect for all supervising adults during their lunch period. An orderly line will be maintained to ensure maximum efficiency during serving. While eating lunch, children will remain seated. Proper table manners and polite conversation are expected. When finished eating, trash, compostables, and recyclables are to be deposited in the baskets provided and tables are to be cleaned.

COVID -19 has posed some difficulties in serving food. There is still much we do not know at the time of printing this handbook, so standby for changes beyond our control in compliance with the guidance given by the Departments of Education, Governor's Office and our district's policy.

We do participate in the Household Income, so please fill out the forms to see if you qualify for free or reduced lunch. These numbers are held confidential, and are beneficial in qualifying for grants.

MEDICATIONS Medication is not ordinarily administered at St. Paul's Catholic School by faculty or staff. **We do not have a school nurse.** No child is allowed to carry any medication during school hours. In case of chronic or emergency conditions (i.e. bee sting, allergy, asthma), parents and the child's physician are required to sign a medication permission form. Medication will be kept in the office for the child, prescription and nonprescription. Saint Paul's Catholic School does not have a school nurse. The Principal or designated adult will administer the medication and document it. It is recommended that parents notify the school if their child is on medications and what the child is being treated for. If a child must bring medication to school, the following requirements must be met: Prescription medications:

1. Must be clearly identified as to the name and type of medication,
2. Must be in the original container,

3. Must carry a prescription label with the child's name, drug identify, dosage Instructions, doctor's name, and prescription date,
4. Medication will not be self administered.

Non-prescription medications:

1. Must be in the original container,
2. Must be clearly identified as to the name and type of medication and dosage Instructions,
3. A note signed and dated by the parent giving the child's name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

PARENTS Parent's Role in Education

We, at St. Paul's Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Paul's Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. No school replaces the role of the parents. Rather it can offer a valuable partnership to them through its educational programs and governing policies. It is expected that parents take an active interest in their child's development, and that communication with the school faculty be a constructive dialogue for the serving of individual families within our school program. Constant support from both parents and faculty is needed for our students in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Students are naturally eager to grow and learn, but their enthusiasm must be guided by adults with greater understanding and discipline. The boundaries and limits that are established in our discipline policies are meant for guidance and security. Thus, with the support of parents, the school helps teach accountability and responsibility. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. Partnering with parents we ask parents who have chosen to partner with St. Paul's Catholic School to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money or nutritional sack lunch every day

- To actively participate in school activities such as Parent-Teacher-Student Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

PEDICULOSIS Pediculosis (head lice) was detected in several schools last year. Due to its potential to spread among students, pediculosis is grounds for immediate notification of parents to pick up their child. The student must be treated and the pediculosis completely removed before the student may return to school. Our school personnel will conduct monthly or after-vacation inspections throughout the school year. When the student is nit free and after 24 hours of treatment, they may return to school.

PERSONAL HYGIENE Preparation for a productive school day includes personal hygiene. Students are expected to arrive properly bathed, hair washed, and brushed, teeth brushed, deodorant applied if necessary, wearing a clean uniform. Lack of good personal hygiene may lead to increased sickness and absenteeism.

PETS No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special activity.

PICKING UP YOUR CHILD AT DISMISSAL For the safety and security of our students, dismissal is a closely monitored process. Parental cooperation is critical to the safe dismissal of the students. The following steps outline the dismissal process for grades K-8 (Pre-K see note below):

1. Parents or guardians will form a single-file line with their vehicles along the designated one way traffic. The first vehicle will align its bumper at the designated pick up point, the corner of the building.

2. The “pick up” students will be supervised by a teacher on-duty.
3. After a vehicle arrives at the pick up point, the driver will request the student. The on-duty teacher will confirm the identity of the driver with the student and escort the student to the vehicle.
4. After the student is secured in the vehicle, the vehicle will leave the area and the next vehicle will pull up.
5. All Vermont laws are assumed including but not limited to seatbelt, car seats, DUI and smoking of tobacco and marijuana. **We are mandated reporters.** If we suspect that these laws are not being followed, it is required by law that we report it to the authorities.

Please note: If you wish to park and visit, please park behind the school by the playground. Maintaining a single-file line and keeping the parking lot clear will keep the students safe and enable the school buses to safely reach the pick up point at the front of the school. Pre-K note: State regulations require parents to enter the building and physically escort your child out. Due to the COVID visitors’ restrictions, currently you must ring the front door bell and your PreK child will be escorted to the door. Please park behind the school if the ground is solid.

PLAYGROUND RULES Children are to remain on the blacktop play area or on the field playground area during outdoor recess. Tackle football is not permitted. Other dangerous activities such as piggyback riding, rock and snowball throwing, pushing, kicking, shoving, dangerous climbing on slides or other equipment are not permitted. Misuse or destruction of playground equipment will not be tolerated.

PLAYGROUND SUPERVISION School staff will supervise the playground beginning at 7:40 A.M. Other supervised play times are the morning and noon recesses. An adult is on the playground during regularly scheduled breaks. After 3:00 P.M., any remaining students will be re-assigned to the after-school program. Playground activities are not allowed after school. Students not taking the bus are expected to leave for home immediately following dismissal.

RECESS POLICIES Weather permitting, children are given daily outside recess. Decisions to have outside recess during cold or inclement weather depends on the temperature and the wind-chill factor. Shorter inside recess times are scheduled on very cold days. Children should always dress for outside recess. All children must be on the playground during outside recess. Only children with medical excuses or assigned to academic study will be allowed to remain in the building during scheduled outside breaks. Children have their mid-morning snack during their morning recess time.

RELEASE OF RECORDS St. Paul’s Catholic School will maintain records on all children. Information included in these may not be released to another school without written parental consent.

RELIGIOUS EDUCATION Religion is more than an academic subject at St. Paul's Catholic School. It is the foundation on which children grow as persons. It sets the tone for the unique atmosphere that we have. All students are expected to take religion class daily. All students are expected to attend religious functions scheduled during school time, however, non-Catholic students are not required to actively participate if an activity is contrary to his or her tradition.

REPORT CARDS Report cards are issued to Grades PreK–8 three times during the school year. First Trimester: November Second Trimester: March Third Trimester: June Additionally, progress reports will be issued during the months of October, January and April to identify any academic concerns or improvements. Older students will be assigned a log-in to their gradebook on FACTS SIS formally known as RenWeb.

RULES FOR GENERAL BEHAVIOR The behavior expected from children at school is a combination of courtesy and safety considerations. The following types of conduct are never permissible and are subject to suspension or expulsion upon the principal's discretion: 1) Fighting 2) Defiance 3) Profanity 4) Refusal to prepare assignments or to participate in class 5) Possession of dangerous objects 6) Possession or use of tobacco or other controlled substances 7) Vandalism 8) Possession of pornographic material 9) Harassment or Bullying.

CONSEQUENCES FOR INFRACTIONS OF SCHOOL RULES OR POLICIES It is our belief that by responding to a behavior problem in its early stages and bringing it to the parent's attention that the best interests of the students and the entire school will be best served. Any failure or refusal to abide by the stated rules of general behavior after verbal warning has been given will have the following consequences:

Suspension Suspension means that a student is excluded from classes for a given period of time. During this period, the student is expected to complete school assignments. A suspension may be in school or out of school, depending on the seriousness of the infraction. In the case of repeated offenses there will be a meeting with the teacher, Principal, parents and child. During this meeting, an action plan will be formulated.

Expulsion Very serious infractions could result in expulsion from St. Paul's Catholic School. When a child is consistently disrespectful or defiant such a student is subject to expulsion. Expulsion will take place only after the Pastor, Principal and parents have reviewed the case. Misconduct resulting in harm to a student or a faculty member is subject to expulsion.

SCHOOL SAFETY – we take care of our students very seriously. Our building is locked at all times. We have phones in the classrooms. We practice fire drills and are compliant in ALICE safety protocols.

SAFETY ISSUES ALICE

The teachers will train their students to be aware of a violent intruder using the ALICE protocols. In 2018, we adopted ALICE. All faculty and students were trained. Annual review is offered online and by the two certified staff members: Mr. Frank Trebilcock and Mrs. Joanne Beloin. The written emergency plan was adopted in 2018 and will be a work in progress, deliberated, and altered to suit our needs including but not limited to the ALICE training protocols. At any time in an emergency situation, the students and faculty have been trained to act their most immediate benefit of the situation. This may include:

- **Alert.** Alert one another and the law enforcement of the situation and with what you know.
- **Lock-down.** A lock-down will be activated if there is a threatening person on the property. A 3-ring alarm will be sounded, and the magnetic door holders will release. An intercom announcement will be made: “Secure the School” and then teachers should follow the “Secure the School” section of the Emergency Operations Plan, located in the red binders in every classroom. It is the teacher’s responsibility to review the EOP regularly and keep it current, when given updates.
- **Inform.** If you see something, say something. Tell others and share what you know. This includes being proactive before a situation arises.
- **Counter.** Used as a last resort, if the students are cornered and have no other means to get out, they are to create chaos and try to take down the violent intruder down by tackling, shackling and throwing things at them.
- **Evacuation.** The building will be evacuated if there is a real or perceived threat (e.g., bomb threat, possibility of fires or fuel leaks, structural failure, etc.) to student well-being by remaining in the building. Teachers will follow fire drill procedure, then the administration will direct them to proceed down the driveway to EM Brown. If we need to leave the immediate area, Butler’s Bus transportation will be called and the students will follow our EOP, using the Orleans Catholic Church, St Theresa of the Child Jesus Church as our meeting place. In the event of a violent intruder, students should evaluate immediately in what whatever manner possible to the EM Brown meeting site.

SPORTS It is expected and understood that if St. Paul's Catholic School offers participation in a particular sport, whether it be single gendered or co-ed, that a student enrolled at St. Paul's Catholic School will play for St. Paul's Catholic School and not another school in the student’s town, village or city. Any student that receives a failing grade (F) in any subject area will be ineligible for athletic participation for a four-week period at which time their eligibility will be based upon the next trimester average. Any student receiving a D may return to play immediately after bringing their average to a C level. Any student who is failing (below 60% on their cumulative semester average) any subject area will, after the fourth week of any new semester, be ineligible until there

is teacher notification given to the principal that the student has raised their average above 65%. Also, if you are absent from school during a semester for a total of 12 or more school days, you will lose your eligibility until you attend school for a total of 25 school days following your 12th day of absence.

Saint Paul's Catholic School does not have a nurse or nursing services available.

A **concussion** is a brain injury caused by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head. Concussion typically results in the rapid onset of short-lived impairment of neurological function. However, signs or symptoms may not be noticeable for hours or days. Loss of consciousness only occurs in about ten percent of concussions. It is important to give the brain time to heal before returning to play.

Students must inform the school personnel about any concussion sustained outside of school. The greatest risk factor for concussion is a previous concussion. There is increasing concern that recurrent concussions contribute to long-term neurological impairment. Proper fit and use of equipment, player respect, adherence to sport rules, sport-specific technique and encouragement of symptom reporting reduce the incidence and severity of concussion.

Recognition of Concussion

The following signs and symptoms seen after a witnessed or suspected blow to the head or body indicate a probable concussion.

SIGNS	SYMPTOMS (reported)
Appears dazed or stunned	Headache
Confusion	Dizzy
Slowed speech	Nausea or vomiting
Moves clumsily	Double or blurry vision
Balance problems	Sensitive to light or noise
Personality change	Feels drowsy or sleepy
Forgetful	Numbness or tingling
Loss of consciousness	Difficulty concentrating
	Difficulty remembering

Removal From Play

Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion must be removed from practice or competition. The athlete will not be allowed to practice or compete with a school team until the athlete has been examined by and received written permission to participate in athletic activities from a healthcare provider (per Act 68). The team coach has been designated as the individual who can make the initial decision to remove an athlete from play when a concussion is suspected. The team coach will notify parents/guardians immediately if a student sustains a concussion.

Return to Learn (RTL) Protocol

The following steps are required before the student can return to academic activity. The student is required to complete the RTL protocol and be symptom-free for 24 hours before beginning the return to play protocol. The attending healthcare practitioner will determine school accommodations and time frame for recovery. Examples of accommodations include extra time to complete assignments, lightened homework load, no computer or iPad use, no significant or standardized testing and rest breaks.

1. Home with total rest
2. Home with light mental activity
3. School (part-time) with accommodations
4. School (full-time) with accommodations
5. School (full-time) with full academics and no accommodations

Return to Play (RTP) Protocol

The RTP protocol should start only when the student has been without symptoms for 24 hours. The primary concern with early RTP is decreased reaction time leading to increased risk of injury. The student should not take any over-the-counter pain medications while moving through this plan. The attending healthcare practitioner will determine athletic accommodations and time frame for recovery and determine full clearance for return to play.

1. Light aerobic conditioning to increase heart rate
2. Sports specific drills to add movement and coordination
3. Sports specific drills to restore confidence
4. Full clearance for return to play

STEWARDSHIP PROGRAM The purpose of this program is to provide students (PreK-8) with the opportunity to make a difference in our church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis.

ST. PAUL'S CATHOLIC SCHOOL PARENTS' ASSOCIATION (SPPA) The St. Paul's Parent Association has been highly involved in improving our school. All parents are members and are expected to actively participate. Parents are responsible for fundraising projects.

STANDARDIZED TESTS Standardized tests are administered during the spring semester. These tests ARE NOT used for report card grades. They are an aid in determining areas of academic strength and weakness. The results of these tests will be

sent to parents. Standardized tests are given to evaluate and update teaching procedures, techniques, and curriculum.

STUDENT EVALUATION Grading System

A+	98-100
A	94-97
A-	90-93
B+	88-89
B	84-87
B-	83-80
C+	78-79
C	74-77
C-	70-73
D	60-69
F	0-59

1- little or no evidence of the standard

2- nearly meets the standard

3- Meets the standards

4- Exceeds the standard with honors

STUDENT RECORDS Specific records are kept on each child by the school. There are 5 different records which parents may need to refer to at some time during the year. The records include the student's permanent academic record, grade report cards, daily attendance record, medical record and achievement test scores. Records are available for review by parents. Please contact the Principal if you need to see your child's records.

SUBSTITUTE TEACHERS A substitute teacher will occasionally teach each child. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency.

TELEPHONE/CELL PHONES Cell phones are only permitted in school for those children whose parents find it necessary for them to have it.

If a student is found to be talking, or texting during the school day from 7:40-2:40 (or 5:00 if the student is in our after-school program) than the cell phone will be confiscated and the parent will have to pick it up from the school office. The School telephone is a business phone. Students may use it, with permission, during lunchtime for the following reasons: transportation issues, medical emergencies. Calls should be made from the office, so that we may manage the dismissal change and kept short. Please set up a conference or appointment if you have questions or concerns that involved a lengthy conversation. Your child's safety is our great concern. Parents or guardians should make all arrangements about dismissal and /or after school plans before the child comes to school each day. Last minute calls at dismissal time, either incoming or outgoing, present many problems at this busy time of day. Please be considerate of this matter.

TUITION POLICY In order to facilitate the collection of tuition at St. Paul's Catholic School the board has formulated the following policy **PLAN FOR TUITION PAYMENT(S)** There are two accepted methods to pay tuition:

- 1). Full payment of tuition by July 1, 2022. This payment is made directly to the School Office.
- 2) Monthly payments through F.A.C.T.S Payment Plan. Payments are deducted from your checking or savings account to 10 months. Please inquire at the Office for information concerning this plan. Parents have found this arrangement convenient and reliable. 10 monthly payments will begin August 1, 2022 thru May 2023. Report cards and release of records will be issued at the end of the year, only when all outstanding balances in tuition, fees, lunch bills or After School Program have been satisfied. These fees will automatically be added to the FACTS charges in May. There is a 2-tier system of tuition is Catholic and Non Catholic rate.
- 3) Any credits or debits accrued through our fundraising and automatic scholarship program will be implemented to the December and May FACTS transactions.

The tuition and service agreement requirement can be found on the registration application found online..

Scholarships – are awarded at the Pastor and Principal discretion. In the spring your family is invited to have an interview to request financial aid, if it is available. This funding comes from generous donors who believe in Catholic Education. These awards are made confidentially. It is expected that families that accept said funds will participate in the fundraising efforts and volunteer opportunities available to improve our school community. This is a merit scholarship, not only based on need, but also to foster good models. Students must be exemplar pupils both in academics (maintaining a C or higher average) and behavior (accumulating less than 15 demerits a trimester). The scholarship may be prorated if these standards are not met and in jeopardy of non- renewal. The remaining balance will be added to the FACTS total.

TUITION REIMBURSEMENT Parents who withdraw children from St. Paul's Catholic School after payment of tuition will be reimbursed on a percentage of paid tuition. This percentage will be at the discretion of the administration. Expulsion from school does not qualify for any reimbursement. If a child is expelled from St. Paul's Catholic School at any time during the school year the full yearly tuition will either be kept by St. Paul's Catholic School or the remainder of any unpaid tuition will come due in full two weeks after the date of expulsion. Parents will be returned a prorated monthly rate of the number of months that school is in session (10) starting with the first full month after they withdraw from St. Paul's. Parents will be expected to pay in full the last month in which a child is in attendance. This payment is to be made by personal check or through the payment plan. Registration fees and book fees are non-refundable.

Tuition Credit for recruitment- Beginning in 2015, we encourage word of mouth recruiting. When a new family registers, we will ask how they heard of Saint Paul's Catholic School. If they claim your family, we will reduce your tuition bill by 10% off one tuition. This credit will be applied to the last FACTS payment, if both families are still enrolled. Recruit another family and another 10% will be credited from your account. Recruit 10 new families and get free tuition! Books, registration, bus, scholarships, and other fees are not credited.

VANDALISM Willfully damaging or destroying property will not be tolerated. If a child accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism. Textbooks are school property and should be treated as such. Textbooks should be covered at all times, not written in, and replaced or paid for if lost or damaged. Book bags should help keep books in good condition. Furniture or anything to do with the school building is to be kept clean. Therefore, graffiti of any type is strictly forbidden. Any deliberate damage will result in repairing or replacing damaged items by the one(s) responsible.

VISITORS AND VOLUNTEERS

Safety and security are priorities at St. Paul's Catholic School. In accordance with our COVID School reopening policy, there will be no visitors to the school until that guidance is lifted. Most business will be conducted via phone, email, at the front door or in the immediate office. Ordinarily, to help maintain a safe and secure environment, visitors and volunteers, upon entering the school, must immediately report to the school office to sign-in and receive a visitor's badge. This process also serves to account for all people in the result of an emergency egress of the building. Visiting parents, after signing in and receiving a visitor's badge, are allowed only at break time or recess time so as not to interrupt the flow of learning. Visits beyond those times must be scheduled with the student's teacher.

VOLUNTEERS St. Paul's Catholic School considers its parent volunteers as a very special resource. In accordance with our COVID School reopening policy volunteering for our school will look different until the policy is lifted. Ordinarily, parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please contact the office if you have time or skills you can share to make our school a better place for children to learn and grow. Our school is special, thanks to you. All regular volunteers within the school must pass a background check and have taken the "Virtus" online training available at "www.vtcatholic.org". This annual coursework is a wonderful review of best practices. Additionally, any volunteers in a position to be left alone with students, such as, but not limited to, driving for a field trip, subbing at school, coaching or leading an after school program, should also provide a Fingerprint Background check available by appointment at the Orleans County Sheriff's Department.

WITHDRAWALS Parents must notify the office if their child is going to withdraw from St. Paul Catholic School. Teachers and staff will summarize the child's file for forwarding to their next school enrollment, after all finances are satisfied.

WEAPONS POLICY/ BULLYING No weapons of any kind (guns, knives, martial arts weapons, etc.) are to be brought to School. Any weapon found will be immediately confiscated and brought to the Principal and when necessary the police will be called. The Principal has the right to expel the child if he/she deems it appropriate after consulting with the Pastor and Superintendent of Diocesan Schools. Any child or adult who brings a weapon to School will be immediately banned from School property for further investigation. The police will be notified in the event of any weapon being found on school grounds if the Principal deems it appropriate. A student charged with a crime will be put on home study until the matter is resolved and St. Paul's reserves the right to expel any student convicted of a crime, on or off of school grounds, that may or may not pose a dangerous or immoral situation within the school.

GUNS IN SCHOOL POLICY No gun of any type (including any type of toy gun) is allowed on St. Paul Catholic School grounds. Any guns discovered in the school or on the grounds will be immediately confiscated by the Principal, teacher or other authority figure delegated by the administration. Any student bringing a gun into the school will be referred to the Vermont State Police Department in Derby and his/her parents will be immediately notified. Disposition of the gun will be made by the Principal or other authority figure designated by the administration after consulting with the Vermont State Police Department in Derby and the parents of the child. The Principal will meet with the parents and discuss the incident with them. After this consultation, the student will be expelled from the School for a period of not less than 12 months from the date of the incident.

HARASSMENT AND BULLYING POLICY (See Addendum for attached Vermont Catholic School Diocesan Policy on Harassment, Hazing and Bullying) St. Paul Catholic School is committed to providing an environment free from all forms of intimidation. Unwelcome advances, requests for sexual favors and other verbal, physical, written or visual conduct that creates a hostile, offensive or intimidating employment or educational environment will not be tolerated. Harassment also includes slurs, jokes, and other verbal, graphic written or physical conduct relating to an individual's race, color, religion, national origin, age, or physical or mental handicap/disability. Harassment and bullying in the educational community is against the law and St. Paul's Catholic School Harassment and Bullying Policy. Accordingly, St Paul's Catholic School prohibits unlawful harassment and bullying and will attempt to maintain a school community free from it.

I. DEFINITION OF HARASSMENT Harassment means unwelcome verbal, written or physical conduct of a persistent or offensive nature based on the person's race, creed, color national origin, marital status, sex, sexual orientation, disability, handicapping condition or age, and which has a purpose or effect of substantially interfering with the person's employment or educational performance or of creating an intimidating hostile or offensive working or educational environment.

II. UNLAWFUL HARASSMENT PROHIBITED Unlawful harassment is prohibited. All persons associated with St. Paul Catholic School, including, but not limited to the School Board, Administration, staff and students, shall conduct themselves at all times to provide an atmosphere free from unlawful harassment while acting as a member of the school community.

III. RETALIATION PROHIBITED It is unlawful and shall be a violation of this policy for any person to retaliate against a person who makes a good faith complaint of unlawful harassment or cooperates in an investigation of unlawful harassment.

IV. DISCRIMINATION AND HARASSMENT PROCEDURES The Principal will process all unlawful harassment complaints in accordance with adopted procedures. If a person alleges that the Principal himself / herself is engaged in unlawful harassment, the complainant may take their complaint directly to the Pastor. (Please refer to Unlawful Harassment Complaint Procedures appended hereto).

V. DEFINITION OF BULLYING Bullying means any overt act or combination of acts directed against a student by another student or group of students and which:

1. is repeated over time
2. is intended to ridicule, humiliate, or intimidate the student; and
3. occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a bus or at a school-sponsored activity.

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated.

VI. BULLYING PROHIBITED (See Addendum for attached Vermont Catholic School Diocesan Policy on Harassment, Hazing and Bullying) Bullying is prohibited. All persons associated with St. Paul's Catholic School, including, but not limited to the School Board, Administration, staff and students, shall conduct themselves at all times to provide an atmosphere free from bullying while acting as a member of the school community. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Engagement in online blogs such as, but not limited to, Facebook®, MySpace®, Twitter®, Xanga®, Friendster®, Instagram, Snapchat, TikTok etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

UNLAWFUL HARASSMENT COMPLAINT PROCEDURES

1. Any member of the school community who believes that he / she has been subjected to unlawful harassing behavior by another person is encouraged to confront the offender and request that he/she stop the offensive behavior.
2. A person who believes he/she has been subjected to unlawful harassment must promptly report the incident to the Principal, or to the Pastor if the Principal is alleged to be the offending person. Complaints should be filed within sixty (60) days of the alleged unlawful harassment.
3. Complaints should be in writing. The Administrator to whom the complaint is made may request a person making a verbal complaint to state the complaint in writing to assist in the investigation.
4. The Principal, or if the Principal is the subject of the complaint, the Pastor shall make an investigation which may include some or all of the following steps: a. The Administrator will confer with the complaining person in an attempt to obtain a clear understanding of the facts surrounding the complaint. b. The Administrator will provide the person of the unlawful harassment an opportunity to confer and to provide his/her version of the incident(s). c. The Administrator may meet with anyone believed to have witnessed the alleged unlawful harassment:

Within twenty (20) days of the filing of the complaint, the Administrator will issue a report that (1) confirms that a resolution acceptable to the parties has been reached; (2) reports the incident and transfers the investigation materials to the Superintendent of Diocesan Schools ("Superintendent") and so notify the parties by Certified Mail:

5. The Superintendent or his/her designee shall review the investigation material and may conduct such further information as he/she deems appropriate. The Superintendent or designee shall render a written decision within fifteen (15) days after receiving the information from the Administrator. If the matter is not resolved informally and it is determined that unlawful harassment has occurred, the Superintendent or designee will take such disciplinary action as he/she deems

appropriate, which may include verbal warnings up to suspension and / or recommendation to the School Board for suspension or termination/expulsion of the person determined to have engaged in unlawful harassment.

6. Retaliation against a person for good faith reporting of unlawful harassment or cooperation in an investigation of an unlawful harassment complaint is unlawful. The same procedure outlined above shall be followed with regard to such claims.

7. Matters involving unlawful harassment complaints shall be treated confidentially except to the extent deemed by the Administrator, Superintendent of designee to be necessary to complete the investigation.

8. The Administration will maintain a current listing of State and Federal Agencies available to receive a complaint of unlawful harassment. **BULLYING COMPLAINT PROCEDURES**

1. Students may report anonymously to the teachers via the “bullying box” or drawer.
2. Parents/guardians may submit written reports of suspected bullying.
3. Faculty and staff members who witness bullying or receive bullying reports must notify the Principal.
4. Principal will investigate all reports.
5. Principal will initiate intervention strategy for staff to deal with bullying.
6. Principal will notify parent/guardian of a student with verified act of bullying of school response and consequences that may result.
7. Principal will continue to collect data on the number of reported acts and make info available to the public.

RIGHT TO AMEND St. Paul’s Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the school office.

DIOCESAN POLICY In all areas not covered by a specific policy of the St. Paul’s Catholic School Board, a policy of the Diocesan Board of Education (if there is one) which applies to the situation shall take effect. If there is not a Diocesan policy, then the local School Board will make it a priority to formulate a policy.

POLICY ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Statement of Policy

As a Catholic institution, Saint Paul's Catholic School is committed to providing its students with a safe and supportive school environment in which all members of the school community are treated with respect.

In keeping with the teachings of the Catholic Church, it is the policy of the School to prohibit the unlawful hazing, harassment, and/or bullying of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Hazing, harassment, and/or bullying may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

Note: Conduct which constitutes unlawful hazing, harassment and/or bullying may be subject to civil penalties.

The school shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, and/or hazing as defined herein, otherwise violates one or more provisions of the school's code of conduct.

II. Implementation

The principal or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.
2. Annually, select two or more designated employees who are well versed in the teachings of the Catholic Church and the policies of the School to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the school that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator who is well versed in the teachings of the Catholic Church and the policies of the School to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the school shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and

to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the School's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Purpose

It is the intent of the school to apply and enforce this policy in a manner consistent with the mission of the school as a Catholic institution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions. For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
1. Is repeated over time;
 2. Is intended to ridicule, humiliate, or intimidate the student; and
 3. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
 - ii. does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report of information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment, and/or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment, and/or bullying, or a student who is the target of alleged hazing, harassment, and/or bullying.
- D. **"Designated employee"** means an employee who has been designated by the school to receive complaints of hazing, harassment and/or bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school, are identified in Appendix 5152 of each school's regulations for this policy.
- E. **"Employee"** includes any person employed directly by or retained through a contract with , an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, "agent of the school" includes Diocesan personnel associated with Good Shepherd Catholic School.

- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for Good Shepherd Catholic School and for coordinating the School’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the School’s harassment policy. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

1. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 1. Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or
 - ii. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment on the basis of sex. A hostile environment exists where the harassing conduct is contrary to the mission of the school as a Catholic institution, severe, persistent and/or so pervasive as to deny or limit the student’s ability to participate in or benefit from the educational program.

2. Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
3. Harassment of members of other protected categories, means conduct contrary to the mission of the school as a Catholic institution and is directed at the characteristics of a student’s or a student’s family member’s actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

- H. **“Hazing”** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and
1. Which is intended to have the effect of, or should reasonably be expected to have the effect of endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

1. the goals are in keeping with the teachings of the Catholic Church;
 - ii. are approved by the educational institution; and
 - iii. the activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.
 2. With respect to Hazing, **“Student”** means any person who:
 1. is registered in or in attendance at an educational institution;
 - ii. has been accepted for admission at the educational institution where the hazing incident occurs; or
 - iii. intends to attend an educational institution during any of its regular sessions after an official academic break.
- I. **“Notice”** means a written complaint or oral information that hazing, harassment, and/or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment, and/or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment, and/or bullying through other means, for example, if information about hazing, harassment, and/or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the school, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful hazing, harassment and/or bullying.
- J. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- K. **“Pledging”** means any action or activity related to becoming a member of an organization.

- L. **“Retaliation”** is any adverse action by any person against any person involved in an alleged or substantiated case of hazing, harassment, and/or bullying. This includes but is not limited to the complainant, the alleged or substantiated perpetrator, any witnesses, and any person who assists or participates in an investigation, proceeding, or hearing related to the hazing, harassment, and/or bullying complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student or school employee in the form of further and/or newly initiated hazing, harassment, bullying, intimidation, and reprisal.
- M. **“School administrator”** means a superintendent, principal or his/her designee, assistant principal and/or the School’s Equity Coordinator.
- N. **“Complaint Reporting Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

Approved: September 12, 2019
Bishop of Burlington

PROCEDURES ON THE PREVENTION OF HARASSMENT, HAZING, AND BULLYING OF STUDENTS

I. Reporting Complaints of Hazing, Harassment and/or Bullying

- A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
- B. School employee reporting: Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

- C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall promptly reduce the complaint to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.
- E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.
- F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)

(802) 828-2481 (fax)

Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office

U.S. Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109-3921 617-289-0111 (voice)

877-521-2172 (tdd)

617-289-0150 (fax)

Email: OCR.Boston@ed.gov

II. **Responding to Notice of Possible Policy Violation(s)**

1. Upon **notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:

1. Promptly reduce any oral information to writing, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses;
2. Promptly inform the school administrator(s) of the information;
3. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.

- B. Upon **initiation of an investigation**, the designated employee shall:

1. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 1. an investigation has been initiated;
 2. retaliation is prohibited;
 3. all parties have certain confidentiality rights; and
 4. they will be informed in writing of the outcome of the investigation.

C. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. **Investigating Hazing, Harassment and/or Bullying Complaints**

1. Initiation of Investigation-Timing. Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the

allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.

2. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
3. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school's investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate. In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.
4. Due Process. The United States Constitution guarantees due process to students and School employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The School will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.
5. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall be mindful of the mission of the school as a Catholic institution as s/he considers the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school has the discretion to consider the impact of relevant off-campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.
6. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are

present and documented, the investigator shall submit a written initial determination to the school administrator.

7. Investigation Report. The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by the Bishop of the Roman Catholic Diocese of Burlington, or his designee, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.
8. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:
 1. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 1. the investigation has been completed;
 2. whether or not the investigation concluded that a policy violation occurred;
 3. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.
 2. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:
 1. Request (within 30 days) an internal review by the school of the investigator's determination as to whether hazing, harassment, and/or bullying occurred;
 2. Request (within 30 days of the school's determination after internal review) an additional review by the Bishop of the Roman Catholic Diocese of Burlington as to (1) whether hazing, harassment, and/or bullying occurred or (2) if hazing, harassment, and/or bullying was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying;
 3. Request an Independent Review of the school's determination (within 30 days of the school's determination after internal review or, if requested, within 30 days of the review by the Bishop) as to (1) whether harassment occurred or (2) if harassment was determined to have occurred, whether the school took adequate steps to protect the complainant against further hazing, harassment, and/or bullying and correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
 4. File complaints of hazing, harassment, and/or bullying with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.
 3. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.

- I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. **Responding to Substantiated Claims**

1. Scope of Response. After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s).

In so doing, the following should be considered:

1. Potential Remedial Actions. Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.
2. School Access/Environment Considerations. The School will also take efforts to support victims' access to the School's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the School will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate behaviors contrary to the mission of the school as

a Catholic institution; harassment, hazing, and/or bullying and will be responsive to any student who reports that conduct.

- iii. Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.
 - iv. Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).
- B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of hazing, harassment, and/or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the hazing, harassment, and/or bullying complaint, or against a person accused of and/or found responsible for the hazing, harassment, and/or bullying, of another.

A person may not violate this anti-retaliation provision regardless of whether the underlying complaint of hazing, harassment and/or bullying is substantiated.

The school will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the hazing, harassment and/or bullying), against the person who filed a complaint on behalf of a student, the person who is accused of and/or found responsible for the behavior, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow-up inquiries to see if there are/have been any new incidents or any retaliation.

- C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainants alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to:
- 1. the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases),
 - 2. the age of the complainant and the accused individual,
 - 3. the agreement of the complainant, and
 - 4. other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. **Post Investigative Reviews**

Rights of Complainants

- 1. Request Internal Review of Initial Harassment Determinations.
A complainant or parent of a complainant if complainant is a minor, may request

internal review by the school of a designee's initial determination (following investigation) that hazing, harassment and/or bullying has not occurred via written request within 30 days submitted to the superintendent of schools. All levels of internal review of the investigator's initial determination, and the issuance of a decision, shall, unless special circumstances are present and documented by the school, be completed within 30 calendar days after review is requested.

2. Request Additional Review by the Office of the Bishop.

A complainant, or parent of complainant if complainant is a minor, may request in writing and within 30 days of the internal review, an additional review by the Office of the Bishop. All levels of this additional review of the investigator's initial determination and the results of the internal review along with the issuance of a final decision, shall, unless special circumstances are present and documented by the Office of the Bishop, be completed within 30 calendar days after review is requested.

C. Independent Reviews of Final Hazing, Harassment, and/or Bullying Determinations By Complainant.

A complainant may request an independent review within thirty (30) days of a final determination if s/he:

1. is dissatisfied with the final determination as to whether harassment occurred, or
2. if a final determination was made that harassment had occurred, believes the steps taken by the school were inadequate to protect the complainant and prevent further hazing, harassment or bullying.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a (b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant, the accused, any witnesses, and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing:

- i. as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and
- ii. of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Superintendent of Schools for the Roman Catholic Diocese of Burlington.

The reviewer shall advise the complainant, or if a minor the parents of the complainant, of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the School. The School may request an independent review at any stage of the process.

D. Rights to Alternative Process.

In addition to, or as an alternative to filing a hazing, harassment and/or bullying complaint pursuant to this policy, a person may file a hazing, harassment and/or bullying complaint with the

Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
617-289-0111 (voice)
877-521-2172 (tdd) 617-289-0150 (fax)
Email: OCR.Boston@ed.gov

Rights of Accused Students

1. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal, in writing, the determination and/or any related disciplinary action(s) taken, directly to the superintendent. The superintendent, or his/her designee, shall conduct a review of the record. The standard of review by the superintendent, or his/her designee, shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder.

Appeals should be made to the superintendent in writing and within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline.

- B. Accused Student/Appellant Access to Investigative Reports/Findings. The school shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record by the Superintendent, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent

before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

1. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the School's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.

1. Concerns Related to Hazing, Harassment, and/or Bullying Complaints. The scope of appropriate response to a hazing, harassment and/or bullying complaint may depend upon whether a student or parent of a minor student reporting the hazing, harassment and/or bullying asks that the student's name not be disclosed to the accused person or that nothing be done about the alleged hazing, harassment and/or bullying. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student, or if a minor the student's parents, continues to ask that his or her name not be revealed, the school will secure this request in writing and should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the hazing, harassment and/or bullying and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to act in accordance with the teachings of the Catholic Church and to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

- B. Document Maintenance. The school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the School in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence,

and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and the school administrator for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

1. Reports to Department of Children and Families. When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.
2. Reports to Vermont Agency of Education. If a hazing, harassment, and/or bullying complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal will report the alleged conduct to the Superintendent who in turn will report it to the Secretary of Education.
3. Reporting Incidents to Police
 1. FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.
 2. First-Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.
 3. Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.
- D. Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

1. Disseminating Information. Annually, prior to the commencement of curricular and co-curricular activities, the School shall provide notice of this policy and

procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the school that sets forth the comprehensive rules, procedures and standards of conduct for the school.

2. Student Training. The school administrator shall use his/her discretion in developing age-appropriate methods of discussing the meaning and substance of this policy with students to help ensure their actions are in keeping with the teachings of the Catholic Church and in an effort to prevent hazing, harassment and/or bullying.
3. Staff Training. The principal or his/her designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying. This training will occur in a manner consistent with the teachings of the Catholic Church.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.;
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d;
Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.;
Family Education Rights Privacy Act; 20 U.S.C. §1232g;
Public Accommodations Act, 9 V.S.A. §§4500 et seq.;
Education, Classifications and Definitions, 16 V.S.A. §11(26);(30)(A);(32);
Education, 16 V.S.A. §140(a)(1);
Education, 16 V.S.A. §166(e);
Education, Bullying, 16 V.S.A. §570c;
Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570;
Education, Harassment, 16 V.S.A. §570a;
Education, Harassment, 16 V.S.A. §570c;
Education, Harassment, 16 V.S.A. §570f;
Education, Hazing, 16 V.S.A. §570b;
Education, Hazing, 16 V.S.A. §570f
Education, Discipline, 16 V.S.A. §1161a;
Education, Suspension or Expulsion of Pupils, 16 V.S.A. §1162;
Child Abuse, 33 V.S.A. §§4911 et seq.;
Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.
Washington v. Pierce, 179 VT 318 (2005).

Promulgated: September 12, 2019
Bishop of Burlington

Designated Employees

The following employees of Saint Paul's Catholic School have been designated by the School to receive complaints of hazing, bullying and/or harassment pursuant to this policy and 16 V.S.A. §570a(7) and 16 V.S.A. §570c(7) and under Federal anti-discrimination laws:

Joanne Beloin

Saint Paul's Catholic School

54 Eastern Ave

Barton, VT 05822

802-525-6578

2022-2023

PHOTO-VIDEO RELEASE To whom it may concern:

_____ I hereby ***give permission*** for my son/daughter _____

_____ I hereby ***do not give permission*** for my son/daughter _____

to be photographed or videotaped either at St. Paul's Catholic School or during any activity in which the students are representing St. Paul's Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Paul's Catholic School.

Signed: _____

Date: _____

PARENT/STUDENT HANDBOOK

I have read the 2022-2023 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent Signature : _____

Date: _____

STUDENT INTERNET AGREEMENT (Please have multiple students complete if applicable) I have discussed with my parents and understand and agree to follow the Internet Use policy and rules.

Student Name(s) (please print)

PARENT AGREEMENT As the parent/guardian, I have read and discussed with my child(ren) the Internet Use policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for St. Paul's Catholic School to restrict access to all controversial materials and I will not hold the faculty responsible for materials acquired on the network. I give my permission for my child to access the Internet while supervised at St. Paul's Catholic School.

Parent/Guardian Name (please print): _____

Signature _____

**These forms are available on the Electronic FACTS Enrollment Application
and do not need to be reprinted.**

Revised Feb 24, 2022 by Saint Paul's Catholic School Administration