



ST. PAUL SCHOOL FAMILY HANDBOOK

2020-2021

REVISED AUGUST, 2020
ST PAUL SCHOOL
303 S. Main St., North Canton, OH 44720

SAINT PAUL CATHOLIC SCHOOL
MISSION STATEMENT

Saint Paul School ignites enthusiasm, inspires excellence, and nurtures life-long learners as we live and teach like Jesus. St. Paul School is a diocesan Roman Catholic School affiliated with the parish of St. Paul Church.

Saint Paul School is the only Catholic school located in the city of North Canton, Ohio. The students come from families who desire that their children be educated in a Catholic environment where religious truths and values are an integral part of the school program.

BELIEF STATEMENTS

We believe.....

- Every child enrolled at St. Paul has a right to an environment in which Catholic faith, prayer, and service are experienced in daily living.
- Instruction in theology and morality is an essential part of our daily programs.
- Religion is THE real life experience of Christ in the lives of our students through the various activities at our school.
- The students are afforded the opportunity to prepare for and participate in sacramental celebrations, both private and communal.
- Learning is based on the creative exchange of ideas and experiences.
- Learning is a life-long endeavor, which extends beyond the classroom.
- Teachers use best practice methods and differentiated teaching strategies to reach diverse learners.
- Self-esteem, sensitivity to others, and an internalization of Gospel values, specifically those of faith, conscience, freedom, and charity, are fostered through daily classroom experiences.
- Faith based instruction is integrated into all curriculum areas.
- Teachers use a variety of assessment tools and techniques, taking into account differences in learning modalities.
- Students apply their learning in meaningful contexts.
- The commitment to continuous improvement is imperative for our school and students' success.
- Teachers, administrators, parents and the community share the responsibility for advancing the school's mission.
- Each student is entitled to a safe educational experience, free from bullying and judgment.
- Students are inspired to cause changes in society in accordance with their educational experiences and growth in faith.
- The St. Paul School community nurtures civic-minded and service oriented youth.

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CONTACT PAGE

Stark County Catholic Schools website: www.starkcountycatholicschools.org

Saint Paul School website: www.spsnorthcanton.com

Saint Paul Catholic Church website: www.stpaulncanton.org

Pastor	Rev. John Keehner, J.C.L. 241 S. Main St. North Canton, OH 44720 330-499-2201 jkeehner@youngstowndiocese.org
Parish Office Manager	Pam Brady (Tuition information) pbrady@stpaulncanton.org 330-499-2201
School Principal	Amie Hale stpaulemncanton@youngstowndiocese.org 303 S. Main St. North Canton, OH 44720 330-494-0223
School Secretary	Norma Payne npayne@youngstowndiocese.org 330-494-0223
Latchkey Director	Michele Kennedy mkenedy@stpaulncanton.org 330-494-0223

Saint Paul Early Childhood Center

Director	Jennifer Donnelly jdonnelly@youngstowndiocese.org 330-494-8793
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Online Student Information System – FACTS PARENTSWEB,
www.factsmgt.com, school code SPS-OH

- Check your child’s progress online using your personal user ID and password
- Contact school office for information on setting up your account

PHILOSOPHY OF EDUCATION

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations that may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the Friday of the first week of school.

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum that meets the religious, academic, personal, and social needs of children.

St. Paul School is a member of Stark County Catholic Schools, a system of ten Catholic Schools in Stark County, Ohio. Stark County Catholic Schools provides leadership in the areas of Catholic identity, educational excellence, finance, development, and marketing/enrollment. The President of Stark County Catholic Schools, with the support of the Board of Directors, works closely with the Office of Catholic Schools to support the Stark Catholic Schools in their mission to provide a Catholic valued education of excellence for all children. Visit the website at www.starkcountycatholicschools.org.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE

Saint Paul School is pleased to have been selected a Blue Ribbon School of Excellence by the U.S. Department of Education for the year 2000-2001. This is one of the most prestigious education awards in the country. We were recognized for our excellence in leadership, teaching, curriculum, student achievement, parent involvement and community support. Only 14 schools in Ohio and 264 schools in the entire nation received this award that year.

Our school was cited specifically for our outstanding technology program, innovative teacher and student mission statements, parental involvement and the attention our school gives to the individual learner.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children. In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

NONDISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students.

SPIRITUAL DEVELOPMENT

RELIGIOUS EDUCATION

All students enrolled at St. Paul Catholic School, whether of the Catholic faith or member of another faith, are expected to fully engage in all Catholic religious formation. This includes daily religion class and catechesis, participation in liturgy, retreats, prayer and religious functions. Non-catholic students are exempt from sacramental preparation programs.

Religion classes are taught daily for at least 30 minutes in all grades. Students celebrate the Liturgy as a school community. Parents are encouraged to attend and may sit with their child in church. When attending all services in church, appropriate behavior and dress required. (See Dress Code). Students have additional opportunities for worship through prayer, prayer services, meditation, Stations of the Cross, Rosary, Reconciliation, and Holy Days of Obligation. Service to others is an integral part of our faith community. Students participate in service projects through individual classroom projects and whole school projects. Parents are urged to exercise their responsibility by participating with their child at Sunday Mass and in the Sacraments.

SACRAMENTAL PROGRAM

A letter is sent home from the Director of Religious Education explaining the outline of the curriculum and fee for the Sacraments of First Reconciliation, First Eucharist and Confirmation. Parents are required by Diocesan Policy to attend parish parent meetings (some may include the children) to assist in the formal sacramental preparation.

ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

Saint Paul School implements the Graded Courses of Study as prepared by the Youngstown Diocesan Education Office and Ohio Department of Education Curriculum Standards.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English,

Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library/Media.

Saint Paul School also offers two high school level courses for students who qualify. Ninth grade Algebra and Spanish are both offered during students' eighth grade year. Ninth grade algebra can be taken in 8th grade if a student meets the following criteria:

- Final math grade in 7th grade
- NPR from the IOWAs
- Percent received on IOWA Aptitude test - must have an 85%.

PRESCHOOL

The Saint Paul Early Childhood Center is designed to provide developmentally appropriate, educational programming intended to supplement what is taught at home. Children learn at their own pace and learning is encouraged through meaningful play activities.

For more information go to:

https://www.starkcountycatholicschools.org/Preschool_Paul.aspx

KINDERGARTEN (C-BUILDING)

The students in Kindergarten receive instruction in religion, readiness activities in handwriting, mathematics and reading, as well as art, language arts, health, music, physical education, science, social studies and technology. Classes are self-contained in the full day/every day program. Students also utilize the library/media center for learning.

GRADES ONE THROUGH THREE (C-BUILDING)

Students in each grade level receive instruction in religion, language arts, science and health, mathematics, and social studies. In addition, instruction in art, music, Spanish (grade 3 only) and technology is given weekly and physical education biweekly by specialists certified in those areas. Students also utilize the library/media center for learning.

GRADES FOUR AND FIVE (B-BUILDING)

Students in each grade level receive instruction in religion, language arts, mathematics, science/health and social studies. Classes are taught on a departmental basis. Instruction in art, music, Spanish, and technology is given weekly and physical education bi-weekly. Students also utilize the library/media center for learning.

GRADES SIX, SEVEN, AND EIGHT (A-BUILDING)

Students in each grade level receive instruction in religion, language arts, mathematics, science/health and social studies. Classes are taught on a departmental basis. Instruction in art, music, Spanish, and technology is given weekly and physical education bi-weekly. Students also utilize the library/media center for learning.

Saint Paul School offers our middle school students the opportunity to extend learning beyond the core curriculum through our “Centers of Learning” initiative. Students attend weekly education classes for a semester, selecting one area of interest. Past “Centers of Learning” have included engineering, medicine, law, visual art, vocal performance, technical theatre, yearbook, the science of cooking, creating a Monarch Butterfly garden, and faith. Students are immersed in their chosen area for a semester as they learn about careers, experience new skills, and are challenged with critical thinking. Centers may also include field trips that extend their experiences. Field trip examples are visits to hospitals, engineering expos, court rooms, and local universities.

STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, St. Paul School embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process. In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as applicable to chartered nonpublic schools in the State of Ohio. Students with disabilities are expected to follow the school’s policies and honor code.

EDUCATIONAL RESOURCES

TEXTBOOKS

Textbooks are selected by the principal and teachers from approved lists prepared by the Diocesan Education Office. Texts are aligned with the diocesan courses of student and the Ohio Department of Education curriculum standards. In addition to textbooks, students benefit from a

variety of additional resources included with the texts such as workbooks, review worksheets, software, manipulatives, assessments, and other resources developed to address a variety of student learning styles.

FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements. Field trips are considered an extension of the school day and the code of conduct will apply.

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity. If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
- No driver should take more children than the number of seat belts in a car.
- Each driver should be given directions to the site and rules and procedures for student behavior in cars. The driver must not smoke. Driving while using a cell phone is not permitted.
- Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)
- The driver needs to complete the Volunteer Driver Information supplied to the driver by the principal.

Parents/guardians are to be furnished with detailed written information about the field trip.

Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on the field trips.

Field trips are organized with safety and security in mind. It causes confusion and concern from students who are being transported to or from a field trip in a manner not included in the planning. Therefore, parents are not to transport their own children to and from field trips.

TECHNOLOGY

Classroom instruction is supplemented with a variety of educational and audio-visual materials. These include software, Internet access, Intranet e-mail, teacher web page activities, Internet access through classroom projectors, audio and video tapes, SMARTBoards, Chrome Books, iPads, transparencies, resource kits, models, magazines, slides, and a variety of projectors for individual and small group use. Educational television is available and serves as enrichment to subject matter being taught. Instructional technology is available in individual classrooms, in the parish hall and the north room of the church basement area.

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of “computer viruses” are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

No student may use the Internet unless the school has on file a Technology Acceptable Use Agreement which is signed by the student, the student’s parent, and the teacher sponsor. This agreement must be completed annually. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use:

- Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.

- Any attempt to log onto the Internet or the school’s network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school’s computers, networks and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
- There shall be no links from the school home page to a student’s personal home page.
- While the monitoring of a student’s home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

TESTING

The school’s testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students’ strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

TESTING PROGRAMS

Students in grades five and eight will take the Assessment of Catechesis/Religious Education (ACRE).

Students in grades two, four and seven will take the Cognitive Abilities Test (CogAT).

Students in Kindergarten through grade eight will take the Iowa Tests of Basic Skills (ITBS).

Students in grades three, five and eight will take the Off-Grade Writing Proficiency Tests.

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies. Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

Homework assignments are an outgrowth of class work to supplement learning, to review independently what was taught in class and to provide opportunity to use research skills. All students should have study time or homework each evening. This does not necessarily have to be written work. Children have word lists, notes from class, reading or math facts to study. Reading with children and encouraging them to spend more time with a good book are emphasized.

Students in grades three through eight are provided with a homework notebook at the beginning of the school year to record assignments. Please check with your child's teacher for specifics.

COMMUNICATION

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

PARENT/TEACHER CONFERENCES

Two scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Formal parent conferences are held in November and February. Online sign-up forms for conferences are emailed to parents approximately two weeks prior to conference dates. Please check your school

calendar for specific conference dates. Attendance at these conferences is a parental responsibility that should not be taken lightly.

CLASSROOM VISITS

Since class time belongs to the process of education of the children, visits and classroom interruptions are not appropriate during the school day therefore, visits with the principal or teachers should be made by appointment. This can be done by note, by calling the school office and leaving a message on voice mail, or by e-mail. The message will be returned as soon as possible during school hours. Please call the principal and teachers at school only.

SPS EMAILS

The principal will communicate relevant information and upcoming events through a weekly email newsletter.

Teachers will answer emails at the beginning of the day, during planning periods, and after school. Emails may not be answered after 4:00pm or on weekends.

PHONE MESSAGES

Phone messages for teachers will be forwarded to individual voice mail. Teachers will return your call as soon as possible. Parents may leave a message for members of the staff any time following the directions on the messaging system. Saint Paul School phone: 330-494-0223. Each teacher has an e-mail address and can be contacted in this manner. E-mail addresses for the faculty uses the first initial and last name followed by @youngstowndioocese.org. Ex. npayne@youngstowndioocese.org. The principal's email address is stpaulementcanton@youngstowndioocese.org.

INCLEMENT WEATHER/SCHOOL CLOSINGS

St. Paul School follows the Ohio Department of Education standards for the required number of instructional hours. Included within those hours is time used to offset when school is closed due to inclement weather. The Youngstown Diocesan Office of Catholic Schools requires that schools make up any days over five. The school has included in its calendar five possible make up days to be used if the school exceeds its five calamity days.

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. Exception is if the host team is in session.

School cancellation announcements will be communicated through FACTS Parent Alerts, email or heard over radio station WHBC, 1480 AM or 94.1 FM or Cleveland T.V. stations, Fox 8, Channel 3 or Channel 5. Please refrain from calling the rectory, school, or radio station. Saint Paul School will make an independent decision regarding closing or staying open.

EMERGENCY STUDENT SAFETY UPDATE

In the event of an emergency situation resulting in a lockdown or rapid dismissal, parents will be notified through emergency responders, email, and/or regular means of communication as is necessitated.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

MONITORING STUDENT ACHIEVEMENT

Student achievement is monitored on the basis of objectives stated in the Diocesan Graded Course of Study and the Ohio Department of Education Standards and incorporated into the teachers' plans for daily instruction. Procedures for evaluating student achievement include the following: teacher observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work as well as other appropriate means of assessment.

REPORT CARDS

Report cards provide parents with tangible evidence of their child's growth and development as well as promote mutual understanding and helpfulness between home and school.

At Saint Paul School student progress is available online through the FACTS SIS ParentsWeb program. Parents create their own Username and Password at factsmgt.com. FACTS SIS ParentsWeb enables parents to view assignments, dates due, and grades for their children. This information is provided to facilitate communication between home and school and to give parents an up to date report of their child's progress.

Grade reports are issued four times a year (Kindergarteners only receive three). Students are given the grade report to take home for the first, second and third quarters. The fourth / final grade report is sent home with students in K-3rd and mailed home for grades 4th-8th in June. No midterm reports are

sent home as all pertinent information, updated at least weekly, is available on FACTS SIS ParentsWeb.

The grading scale for the Diocese of Youngstown includes the following areas: religious, social and academic development.

Marking code for subject areas in grades 4-8 is:

A = 93-100%

B = 85-92%

C = 75-84%

D = 67-74%

F = 0-66%

Standards-Based Assessment for students in grades K-3:

3 = Mastery

2 = Developing

1 = Not yet developed

An asterisk on a grade report indicates an accommodation and/or modification has been made according to documentation outlined in the student's confidential file.

FACTS (ParentsWeb)

St. Paul School uses the web-based reporting program, FACTS (ParentsWeb), for communicating student progress to parents. FACTS (ParentsWeb) provides parents access from any computer using a username and password. Parents receive information such as individual assignments, progress, missed or late work, and grades. No interim reports are sent home due to the ongoing nature of reporting on FACTS SIS. Printed or digital report cards are issued quarterly. In grades K-3, an ongoing average is reported to parents. In grades 4-8, parents are able to view individual assignments, grades and related information. Grades are updated at least weekly. Login codes and passwords are set up by parents upon enrollment at St. Paul School. Assistance with FACTS (ParentsWeb) is available through the school office.

PROMOTION/FAILURE POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course. If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.

Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.

GRADUATION REQUIREMENTS

The school does not guarantee the award of a certificate of satisfactory completion of any course of study to students. In order to qualify for graduation students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.)

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

ADMINISTRATIVE PROCEDURES

ADMISSIONS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

Registrants for school will be accepted in the following order:

- students of registered participating parishioners whose parish(es) provide the elementary school;
- students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
- non-parishioner students on a space available basis.

Catholic elementary students should attend either their own parish school or, if their parish has no school, the Catholic school which is nearest their home or the Catholic school that could best provide individual needs.

AGE FOR ADMISSION TO KINDERGARTEN

Children who reach the age of five years by September 30 may be admitted to a kindergarten program.

GENERAL REQUIREMENTS FOR ADMISSION

Admission is contingent upon receipt of the following:

- Completion of the application form
- Presentation of an original birth certificate
- Baptismal certificate for Catholic students
- Proof of adequate immunization as required by the Ohio Revised Code
- Completion of Emergency Authorization Form
- Proof of custody for students not living with either or both natural parents

ADDITIONAL REQUIREMENTS FOR ADMISSION

- Educational and health records from previous school, including any IEP (Individual Education Plan) or ISP (Individual Service Plan).
- If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

GENERAL CONDITIONS OF ADMISSION

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

FOREIGN STUDENTS

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Nonimmigrant F- 1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS.) Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office.

Also required of the incoming student is:

- I-20 Form (if applicable)
- Diocesan Emergency Care Form
- State Immunization Form
- Local Admissions Forms
- VISA

FINANCES

TUITION PAYMENTS

Tuition is determined yearly by the Saint Paul School Finance Committee. Families are expected to pay the full tuition cost per pupil. Saint Paul

parishioners, meeting the requirements, will have a percentage of the full cost of tuition subsidized by the parish.

Families have several options for tuition payments. If tuition is paid in full in one payment, that payment is due by June 15th. Other options are two, four, nine, and twelve payments through the year. Families who do not pay in one payment must use the FACTS Tuition program. Payments must be made according to the plan agreed to with the school. All tuition must be paid by April 30th. Report cards will not be released until tuition payments and outstanding debts are current. All fees are payable in the school or parish office.

TUITION RATES

2020-2021 Tuition Schedule

Parishioner Rate

One child	\$3,600.00
Two children	\$6228.00
Three or more children	\$7704.00

Non-Parishioner Rate

One child	\$6,850.00
Two children	\$13,700.00
Three children or more	\$6,850 each

Please contact Pam Brady, Office Manager at 330-499-2201 or pbrady@stpaulncanton.org.

TUITION ENROLLMENT AND INSTRUCTION

- Go to spsnorthcanton.org
- Click on Quick Links (right side)
- Scroll down and click on FACTS tuition
- Log on as new user and follow the instructions

*Note: Once enrolled in FACTS Tuition Management, enrollment will be rolled over automatically from year to year.

PARISHIONER RATE

The “Parishioner Rate” of tuition is for those families who are registered, active, and supporting members of Saint Paul Catholic Church or any Stark County Catholic parish whose children are current with their Sacraments. All school families are responsible for payment of all charges according to the published rate and selected payment plan.

NON-PARISHIONER RATE

The Non-Parishioner rate of tuition applies to families who are not active, participating members of a Stark county Catholic parish. All school families are responsible for payment of all charges according to the published rate and selected payment plan.

ST. PAUL SCHOOL TUITION ASSISTANCE PROGRAM

Tuition aid is available to those St. Paul Parish member families in need of assistance. Applications are completed online through FACTS Grant and Aid beginning in early February, available at <https://online.factsmtg.com/signin/3FTJ6>.

Scholarship information will be available and sent home early in the second semester. Tuition Aid is also available through the Diocese of Youngstown scholarship program. Information is available in the school office or on the school website.

ST. PAUL PARISH TUITION ASSISTANCE PROGRAM APPLICATION PROCESS AND REQUIREMENTS

Tuition assistance is available to St. Paul Parish families. A tuition assistance application form is available on the St. Paul School and Parish websites through FACTS Grant and Aid. An application must be filled out and submitted through FACTS Grant and Aid, <https://online.factsmtg.com/signin/3FTJ6>. There is a deadline for submission, typically mid-March/early April. FACTS Grant and Aid will recommend an assistance amount to the parish business office, which will be communicated to the parents. For more information, please contact the school principal, Mrs. Amie Hale (stpaulementon@youngstowndiocese.org), or the St. Paul Parish Business Manager, Peter Olsen (polson@stpaulncanton.org)

DIOCESE OF YOUNGSTOWN TUITION ASSISTANCE PROGRAM APPLICATION PROCESS AND REQUIREMENTS

- All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official

application form (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.

- To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
- The deadline for submitting applications to the scholarship/assistance service is in March. Applications received after the stated due date will be considered for tuition assistance if funds are available.
- The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCRIP

SCRIP is a tuition savings program of which every family can take advantage. SCRIP is offered on a weekly basis, available every Tuesday. Yearly registration is \$25.00 and covers the cost of postage and handling. Take advantage of using SCRIP to significantly lower your tuition. You keep all of your earnings to apply toward tuition at St. Paul's, St. Thomas Aquinas or Central Catholic High Schools. Sign up Grandma, Grandpa, relatives and neighbors. Have them designate their earnings toward your tuition bills. Please call the school office for more information.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. Regular attendance is a serious parental obligation. Irregular attendance may cause a student to miss important lessons, and may result in poor grades, and lack of enthusiasm for school.

The school (K-8) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools. School calendars for each year are available from the school or office or can be accessed on the school website.

Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however,

responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

SCHOOL HOURS

For those students registered in the Early Arrival Program, the school building is open at 7:00 a.m. Children are allowed in their classroom beginning at 7:30 a.m. and are considered tardy after 7:50 a.m. Late busses are the exception.

School dismissal begins at 2:35 p.m. and children are expected to be out of the buildings unless under adult supervision (i.e. teacher, coach, Latchkey Program staff, Enrichment Facilitators).

Parents of students who change regular after school plans must notify their homeroom teacher and office via a parent note each time this occurs. This includes students who usually ride busses home or who are car riders and plan to go to the YMCA, library or any other location after school instead.

TARDINESS

Students who are not seated in the classroom at 7:50 a.m. are considered tardy. Tardy students must report to the school office to receive a pass to give his/her homeroom teacher. Since tardiness interferes with the child's progress in school and disrupts classroom teaching, parents are expected to see that their children cultivate the habit of punctuality. Excessive tardies will be subject to appropriate disciplinary action by the school administration or by the classroom teacher.

ABSENCES/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

- The parent(s) should phone the school giving the reason and the approximate length of absence.
- A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
- Persistent absences may cause serious academic problems (including but not limited to course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
- Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or

necessary), a student may only be released from school with the prior written authorization of the student's parent.

REPORTING ABSENCE

Please call the school office at 330-494-0223 by 9:00 a.m. if your child is absent. Parents who do not report an absence will be called by the school. When they return to school, students are required to present their teacher with a note stating the reason for the absence and signed by the parent. Please notify the school office immediately if the illness is of a contagious nature.

EXCUSED AND UNEXCUSED ABSENCE

Excused absences include illness, attendance at a funeral, family emergency, or if approved by the principal. Students have the number of days absent plus one day to make up work missed due to an excused absence. Work missed due to an unexcused absence cannot be made up. When students miss a day of school due to illness they also miss that day's extra-curricular activities (e.g. dances, sporting events and practices) If absent due to illness on Friday the student may not participate in Saturday's activities.

MAKE-UP WORK DUE TO ABSENCE

As a faculty, we feel it is best that the student use the sick time at home to rest and recuperate. Thus, no homework will be sent home the first day of illness. If your child is absent only one day, missed work will be automatically be sent home upon his/her return. Parents may request any work missed after the first day by contacting the school office by 9:00 a.m. These requests will be forwarded to the teacher who will send the work to the office by 2:30 p.m. for pick-up. It is expected that work missed due to an absence should be completed within the same number of days absent plus one day.

APPOINTMENTS

Medical and dental appointments should be made outside of school time. If the student must be excused for an appointment during the school day, a written note must be presented to the homeroom teacher the day of the appointment. Students are to be picked up in the office by the person specified in the note, who must sign the child out.

FAMILY VACATIONS

Vacations requested during the school year are discouraged by the Youngstown Diocesan Policy and by the administration of Saint Paul School. Students taking such vacations can never make-up the classroom learning, activities or participation that occur during the time they are not physically

present at school. The make-up work or homework requested by parents considering a vacation can never actually replace class time. It is our policy for teachers NOT to give make-up work/homework ahead of time to students going on vacation. School work is to be made-up after the student returns to school and is expected to be completed within a reasonable time frame determined by the teacher(s).

AFTER SCHOOL POLICY

Those students with after school activities must have a permission slip submitted to the homeroom teacher to stay for the activity. This must be signed by a parent/guardian and be on file with the adult moderator. Students are to be picked up promptly upon the conclusion of the after school activity.

LATCHKEY PROGRAM

Saint Paul School offers an after school child care program as an extension of the regular school day. This program is designed to provide safety for the student and convenience for the parents. Your child will be able to participate in supervised play time, crafts, special activities, homework or quiet reading time. Attendance is taken daily and regular school rules are followed for injuries, medication and discipline. Healthy snacks are provided for the children. Please contact the school office for further information. The number is: 330-494-0223 Ex. 120

GENERAL SCHOOL POLICIES

CALENDAR

School calendars for each year are available from the school office or can be accessed on the Saint Paul School web site at www.stpaulncanton.org

MILK PROGRAM

St. Paul School provides students with white and chocolate milk at lunchtime for a minimal fee. Information for ordering milk is provided to parents at the beginning of each school year.

BIRTHDAYS

Student birthdays may be celebrated with a birthday treat in grades K-5, if desired by the student. Birthday treats need to follow the nut-free policy. There must be enough treats for all students in the homeroom.

Birthday party invitations passed out at school must include everyone from the class of the same gender and/or the entire homeroom.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. All Fees and Tuition MUST BE PAID prior to the release of the student's records. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds.

RELEASE OF DIRECTORY INFORMATION

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name; student's parent(s), guardian (s) name(s), addresses, phone numbers; dates of attendance; honors; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

Parents are required to submit, in writing, any objections to their student(s) participating in videotaping, audio recording, school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and

interpretations of the records. If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

TRANSFER OF RECORDS

Records are released to another school only when the parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Only copies of student records may be released. Records will not be given to parents to hand-carry to another school.

PARENT INVOLVEMENT

HOME AND SCHOOL ASSOCIATION

The Home and School Association promotes positive communications between parents and teachers. All parents and faculty are members; meetings are open to all members. The primary function of this organization is support. It publishes newsletters, organizes a uniform exchange, staffs the book fairs, organizes and hosts Teacher Appreciation Week activities and enlists room parents for each classroom. The Home and School also conducts other activities and various fund raisers annually, the proceeds of which are used for various projects in the school.

The parent organization should strive:

- To serve in an advisory capacity to support the principal/administration;
- To provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
- To support and promote quality Catholic education at the school;
- To encourage Catholic values of family life;
- To share with teachers the values that parents are attempting to develop with their children at home;
- To acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;
- To unify parents in an effort to raise funds each year for the school.

FINANCE COMMITTEE

The Saint Paul School Finance/Consultative Council consists of the pastor, principal, parent representatives, a parish finance representative, parish

business manager and chairperson of the Home and School. This council devotes itself to the interests of education on all levels within the school. Business is transacted at meetings arranged by the principal.

PARENT VOLUNTEER PROGRAM

There are many opportunities for parents to become involved in activities at Saint Paul School. Parents assist the teachers in these possible capacities:

Athletic Committee	Auction	Book Fairs
Box Tops for Education	Chaperones	Christmas Luncheon
Classroom Helpers	Computer Lab Aides	Eighth Grade Graduation
Hospitality	Hot Lunch	Library Aides
Lunch Monitors	Office Helpers	Ski Club
Spirit Shop	Teacher Appreciation	Technology
Wish List	Used Uniform Sale	Yearbook

7th & 8th Grade Dances

FUNDRAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

STUDENT SERVICES

SCHOOL NURSE

A clinic is available for students and is located in the main office area. A nurse is available from 8:30am-2:30pm, Monday through Friday. Clinic services include treatment for minor injuries and monitoring of students when ill. Students are to report to the clinic when ill for an assessment and parent notification.

HOT LUNCH PROGRAM

A catered, parent run hot lunch program is offered to students on Monday, Wednesday, and Friday of each week. All ordering is done online and payment is made in advance. You must create an account at the website www.boonli.com. Ordering opens up on the first of the month and closes on the 10th of each month, with no exceptions.

LIBRARY/MEDIA CENTER

Students attending St. Paul School have access to our Library/Media Center once a week during regular class visits. Students may visit the media center at any additional time with teacher permission or during Academic Assists (grades 6-8).

TECHNOLOGY LAB

Students attending Saint Paul School have access to the technology lab once a week during regular class visits. Students may visit the technology lab at any additional times with teacher permission or during Academic Assists (grades 6-8).

TRANSPORTATION/PARKING

BUSING

St. Paul School children are transported under the provisions of the Ohio Fair Bus Law. The law provides that elementary pupils who live more than one mile from the school they attend must be transported to that school by the public school district in which they live. Only children eligible for bus service are permitted to ride the buses.

Public school districts within St. Paul boundaries determine eligibility according to State of Ohio law. Each district notifies parents of routes and schedules in August. Kindergarten transportation varies according to each school district.

Some school districts allow non-district students to ride home with your bussed child. Parents must contact the public school district for their policy. If this is permitted, parents of both children must request this via a note to the bus driver and also to the principal on the day of the request. The principal's signature is required for the public school records.

Saint Paul School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures include parent notification, suspension for a time from transportation, and loss of transportation privileges. The principal reserves the right to impose additional consequences for lack of cooperation with bus conduct and safety procedures. Parents will be notified and a conference with the student will be held. After school detention and loss of bus privileges can result.

MORNING DROP OFF PROCEDURES

Parents dropping students off at school in the morning, before 7:30am, are to turn in the south parking lot area and drop students off at the Parish Life

Center/Gym Concession Stand doors. Students will stay in the gym until dismissed to their classroom at 7:30am. If you are dropping off your child after 7:30am, students may be dropped off at the northwest parking lot stairs by the Parish Life Center, by the library door, or at the north door to “C” building.

Students arriving on buses in the morning will be dropped off at the northwest parking lot stairs by the Parish Life Center or at the Main Street parking lot school entrance and will proceed to their building/classroom.

Teachers/staff monitor arriving students beginning at 7:30 a.m. until 7:50 a.m.

AFTERNOON PICK UP PROCEDURES

Bus Riders

North Canton students will load in the back parking lot. All other buses will load in the front parking lot on Main Street.

Car Riders

Parents picking up their “car rider” children in the afternoon are to wait on Cole Avenue, facing north. Parents should wait on Cole Avenue until all buses have left the lot. Parents will then proceed along the Parish Life Center, pick up children, and exit onto Harmon.

On “Park and Pick Up” days, you are to park in the Parish Life Center lot and proceed into the gym, where you will pick up your child.

WALKERS AND BIKE RIDERS

Walkers are to cross at the supervised intersections only. Walkers and bike riders are expected to follow the directions of the crossing guard or school personnel. Walkers are to use the sidewalks and avoid cutting through private property on the way home.

STUDENT RESPONSIBILITY FOR SAFE CONDUCT

Students are expected to cooperate with bus drivers, crossing guards, and teachers on duty. Students who choose not to cooperate will receive appropriate consequences. Saint Paul School personnel support and cooperate with all public school districts in the issuance of bus violations according to each district’s policy.

EXTRACURRICULAR ACTIVITIES PARTICIPATION

A variety of co-curricular and extra-curricular activities are offered to students at various grade levels. Examples include Power of the Pen, Choir, Sports, Ski Club, Drama Club, Dances, Home & School sponsored fun nights and skating, Service Council and many more. A full list can be found on the school website: spnorthcanton.org.

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extracurricular activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance. Injury related health insurance is available through the Diocese of Youngstown.

STUDENT RESPONSIBILITIES AND BEHAVIOR CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment promoting our faith values.

The school observes this Code of Conduct built on fundamental Catholic school teachings. The role of the principal/administration, staff, and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

GANGS

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these

premises. ORC SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

A “weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon.

Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchuks, brass knuckles, knives, butterfly knives, stun guns, and billy clubs. Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one’s locker or other area of the school property, or having a weapon on one’s person.

SEXUAL HARASSMENT

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment. For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such material in one’s possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all

parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim
- a parent/student/principal conference
- written warning/reprimand and parent notification entered in the student's file
- detention or removal from selected school activities and/or extracurricular activities
- behavior/probation contracts, possibly requiring professional intervention; suspension; and/or expulsion

SEXUAL VIOLENCE

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

SUBSTANCE ABUSE

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.

The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

- Conference with student and/or parent
- Appropriate verbal reprimand
- Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
- Loss of privileges
- Supervised after-school detention
- Referral to office
- Disciplinary contract

SPECIFIC DISCIPLINARY POLICIES

Students responsible for stealing, destroying or vandalizing Saint Paul School or Parish property or the property of others are financially responsible whether the damage is accidental or intentional. The police will be notified if the situation warrants.

School officials will at any time search student lockers and desks if there is reasonable ground to believe that a student is using the locker or desk to store and/or conceal illegal substances, stolen property, or other items related to a violation of school rules.

Because St. Paul School promulgates the teachings of Christ, it is logical that the use of physical force will not be tolerated or condoned as an acceptable method for solving problems and differences. The use of physical force against another student (fighting) is a suspendable offense. Students who repeatedly create disturbances of this kind will be liable for expulsion.

Truancy will be referred to the Juvenile Division of the local police department. If necessary, the case will be referred to Juvenile Court and/or Children's Services. Truancy is understood to include leaving school without permission, being absent from school without parents' knowledge and being absent from class without permission.

ST. PAUL SCHOOL ANTI-BULLYING PLAN

The definition of bullying is “when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” Under regular circumstances, incidences of unkind behavior can be handled through the Student Code of Conduct. If behaviors escalate and rise to the definition of bullying, specified procedures will be followed.

St. Paul School utilizes the OLWEUS program to minimize bullying. The OLWEUS program components include extensive and ongoing staff training and student understanding and awareness, regular classroom meetings, awareness and information events, reporting mechanisms and procedures, and consequences.

Students are taught procedures for reporting bullying incidents to adult members of the school community such as principal/teachers, the school counselor and nurse, bus drivers, and coaches. Complaints of any kind (formal, informal, anonymous) are documented with available information such as: persons involved, behaviors, frequency, type of bullying, times and places the bullying occurs and witness names and accounts.

Incidents of bullying are dealt with according to the OLWEUS behavior plan specific to St. Paul School. This includes notifying the principal, parents, and issuing warnings and/or consequences. Other resources for aiding the victim and providing intervention for the bully include OLWEUS procedures, the school counselor, nurse, or outside referrals. Bullying incidents are recorded for future reference if needed.

Bullying situations are monitored to ensure the safety and protection of the victim, paying special attention to additional bullying, harassment, intimidation or retaliation.

Parents should remind their child to be respectful of others’ differences and should model tolerance and respectful behavior at all times.

SUSPENSION

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the local building administrator to suspend a student from class or school. The diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur.

1) Suspendable Offenses are:

- A serious offense involving the use of violence, force, threat, coercion, or other conduct which violates the safety of others. Police will be informed of these incidents.
- Use/possession of a weapon. Police must be informed.
- Vandalism, destruction or theft of school property.
- First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary).
- Repeated disregard for school rules and regulations.
- Other offenses serious enough to warrant a student's removal from school.

EXPULSION

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school records and withdrawal papers will so indicate that.

Unless directed otherwise by the Superintendent of Diocesan Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public school.

STUDENTS AND STUDENT PROPERTY

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community.

CHILD ABUSE

All school personnel has been trained in recognition of child abuse and neglect. All school personnel who suspects child abuse or neglect are required to report it to Children's Services or local law enforcement agencies. Failure to report suspected abuse or neglect may result in a penalty of a fourth-degree misdemeanor.

SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. book bags, etc.) or at school activities may be conducted by the school

principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the coach/athletic director when participating in athletic events away from school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has use of the locker or desk but has no proprietary rights versus the school.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

CHROMEBOOKS/TECHNOLOGY

Students are to be respectful of all technology available to them through the school. Students who damage or use inappropriately, will have their technology privileges taken away for a period of time or revoked indefinitely dependent upon the severity of their offense. All future school work will need to be completed after school or under the direct supervision of an administrator/teacher.

DRESS CODE REGULATIONS

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior.

DRESS CODE FOR BOYS

Pants and shorts:

- Plain navy blue or khaki dress pants

- Plain navy blue or khaki shorts may be worn from the first day of school until October 1st and from the first day after spring break through the last day of school
 - A solid black, brown, or tan belt must be worn at all times with shorts/pants that have belt loops
- **cargo shorts/pants are not permitted

Shirts, sweaters and sweatshirts:

- White dress shirt, long or short sleeves, or white, navy, or burgundy polo shirts, long or short sleeves
- Dry-Fit polo shirts in white, navy, or burgundy
- The shirt is neatly and fully tucked in at all times
- White, navy, or burgundy turtlenecks
- Navy or burgundy crew or v-neck sweater
- Approved St. Paul School logo sweatshirts may be worn over a regulation shirt
- Hoodies are not permitted

Socks and shoes:

- Plain white or black athletic socks are to be worn at all times. Brightly colored or striped athletic socks (such as Elites) are not permitted. There should be no name brand symbols on the socks
- Solid black, brown, or navy dress shoes
- Athletic shoes may be worn IF they are plain/one solid color of BLACK or WHITE. No lights, color changing features, decorative add-ons or bright shoestrings. No high-top shoes or construction boots.

Ties:

Boys in grade 6, 7, and 8 are required to wear ties on Mass days and any other special day as announced. Ties are to be plain or small print and must be worn with a dress shirt. Neckties and bow ties are acceptable. Ties with loud prints, designs, or images are not permitted. Ties should be worn the entire school day.

General Appearance:

Boys are expected to be neat and well groomed. Hair should be natural and the original color. No highlights, bleaching, or color stripes. This includes Spirit Days. Bangs are neatly trimmed and off of the face and out of the eyes. Hair is off of the collar and trimmed around the ears. Neither baggy nor form fitting styles of clothing are permitted. No earrings or jewelry with the exception of watches and religious necklaces are permitted.

DRESS CODE FOR GIRLS

On Mass days (Tuesdays), girls should wear the uniform plaid.

Skirts, pants, and shorts

- Plaid jumper for grades K-3 only
 - Plaid, plain navy blue, or khaki skirts
 - Plain navy blue or khaki pants
 - Plain navy blue or khaki shorts may be worn from the first day of school until October 1st and from the day after spring break through the last day of school
 - A solid black, brown, or tan belt must be worn with pants/shorts that have belt loops
 - All girls' uniforms (including P.E. shorts) should be no shorter than two inches above the top of the knee
- **cargo shorts/pants are not permitted

Shirts, sweaters and sweatshirts

- White blouse long or short sleeves
- White, navy, or burgundy polo shirts, long or short sleeves
- Dry-Fit polo shirts in white, navy, or burgundy
- The shirt is neatly and fully tucked in at all time
- White, navy, or burgundy turtlenecks
- Navy or burgundy crew or v-neck sweater or white, navy blue, or burgundy cardigan with no embellishments
- Approved St. Paul School logo sweatshirts may be worn over a regulation shirt
- Hoodies are not permitted

Socks and shoes

- Plain white or black athletic socks. Brightly colored or striped athletic socks (such as Elites) are not permitted. Colored footies are not permitted on regular school days or for P.E. days. There should be no name brand symbols on the socks.
- Plain white, navy blue, or burgundy knee socks or tights
- Navy blue stretch pants may be worn under the uniform in extremely cold weather (10 degrees or below)
- Solid black, brown, tan, or navy (no patterns or sparkles) dress shoes (no heels higher than 1 inch) or casual shoes
- Athletic shoes may be worn IF they are plain/one solid color of BLACK or WHITE. No lights, color changing features, decorative add-ons or bright shoestrings. No sandals, Crocs, Ugg boots, or knee/thigh high boots.
- Winter snow boots may be worn during inclement weather, however, they should be removed once inside the building and regular uniform shoes worn throughout the school day.

Hair

All hair accessories for girls must match the school uniform and be solid in color (with the exception of the matching plaid headband). Accessories should be small and modest in nature – no sparkles, loud patterns, or large embellishments. Navy, white, black, gray, burgundy, and tan accessories are acceptable as well as those that match the school plaid.

General Appearance:

Girls are expected to be neat and well groomed. Hair should be natural and the original color. No highlights, bleaching, or color stripes. This includes Spirit Days. Bangs are neatly trimmed and off of the face and out of the eyes. Hair is off of the collar and trimmed around the ears. Neither baggy nor form fitting styles of clothing are permitted. No rolling of skirt waistbands. Small, stud style earrings (one in each ear) are permitted. No dangly or fad styles are permitted. No jewelry with the exception of watches and simple religious necklaces are permitted. Clear or pale pink nail polish is acceptable only. ABSOLUTELY NO MAKE UP. This includes Spirit Days.

Uniform Plaid jumpers and skirts can be purchased from:

Schoolbelles, Inc. – www.schoolbelles.com

Outerwear for both boys and girls:

No jackets or other outdoor clothing is to be worn during the school day. Hoodies are not permitted. Light jackets should be worn outside during recess when the temperature is less than 55 degrees. Winter coats are expected when temperatures are below 40 degrees.

PHYSICAL EDUCATION UNIFORM

The Physical Education uniform (updated style as of August 2016) must be worn by all students in grades 4-8 and must be purchased through Design Creationz (938 S. Main St., N. Canton, OH 44720, 330-685-1562, www.ohiospiritwear.com). The P.E. uniform shirt, shorts, running pants and jacket (lightweight and lined) are available. Solid black or white tennis shoes or other approved uniform shoes should be worn with the P.E. uniform. Students should have separate tennis shoes that are designated for P.E. class only and not worn outside of the gym. No jewelry is permitted during P.E. class since it presents a safety hazard.

In grades K-3 the regular school uniform is worn for P.E. classes. If girls wear jumpers on P.E. days, they must wear a pair of shorts under their skirt. Students in grades K-3 must have a pair of shoes to be worn for P.E. class only. They will be kept in the gym. Students are expected to change into their own shoes independently at the beginning and end of each P.E. class.

****Students without a P.E. uniform at the start of the school year have a one month grace period to obtain the proper uniform. During this time, students without a P.E. uniform should wear solid blue, black, or gray athletic shorts with a white or gray t-shirt or SPS spirit wear shirt.***

A note from the parent or guardian is needed if the child cannot participate in class activities on a given day. Children with serious injuries must have a note from a doctor if they cannot participate over a longer period. Children who have been under the care of a physician for an injury must provide a medical release from the doctor to the school nurse and P.E. teacher in order to resume P.E. class.

SPARTAN SPIRIT DAYS

Plain blue or white shirts, pants, and socks can be worn. Jeans are permitted if clean and neat in appearance. Students may add blue or white “spirit wear” purchased through the school spirit shop. SPS buttons, ribbons, and blue or white nail polish are permitted.

OUT OF UNIFORM DAYS

Our students are expected to display Christian values at all times, in their choice of personal appearance as well as their behavior. Therefore, students should never wear items promoting rock groups, drugs and alcohol, or those advertising questionable subjects. Students are expected to be neat and clean when in casual clothes.

INAPPROPRIATE ITEMS

Students are not permitted to possess the following items on school property or at school functions:

- Students are not to have gum at any time on the school or church property.
- Students should not bring d to school or classes.
- Toys, iPads, tablets, electronic games, cell phones.

All of these materials will be confiscated and returned only to the parent of the student.

LUNCH/RECESS REGULATIONS

During the lunch time and recess, children will remain at Saint Paul School for lunch and may not leave the playground without the permission of the supervising adult.

It is our goal that all Saint Paul School students understand the importance of correct behavior and proper courtesy on the playground. Parents are requested to help their children understand the need for respecting the rights of others.

LUNCHROOM REGULATIONS

Saint Paul School participates in the government subsidized milk program. The price of the milk is announced in August and is paid for once a year. No milk is sold on a day-to-day basis.

Hot lunches are served in the church social hall every Monday, Wednesday, and Friday, and are ordered online and paid for on a monthly basis.

During hot lunch, students are expected to display proper table manners and refrain from loud talking, running, and any other inappropriate behavior. Students are expected to clean up after themselves.

Students are expected to have proper behavior and manners in the lunch line, while eating, and at lunch dismissal. Students are encouraged to bring healthful food and drinks for lunches. Drinks high in sugar and caffeine are discouraged.

HEALTH AND SAFETY

STUDENT HEALTH

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

ST. PAUL SCHOOL PEANUT POLICY

St. Paul School implements a policy in response to a number of students who have allergies to peanuts and tree nuts. This policy is to minimize the potential for exposure as much as possible.

- One classroom per grade level will be designated as nut-free. It is **mandatory** that you **do not send any nut-containing** foods with your child's lunch or snack.
- All snacks should be nut-free regardless of your child's homeroom.
- During lunch, a nut-free table will be designated in the parish hall.
- Wipes will be available in all classrooms to wipe down desks and tables.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/ injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory staff member the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff will initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents will be informed as quickly as possible. Either a parent, a staff member or those listed the EMAF (Emergency Medical Authorization Form) will accompany the child to the doctor or hospital. The Emergency Medical Authorization Form will be taken with the student.

CHOKING

All school personnel has been trained on emergency choking procedures and will administer it in an emergency situation. In addition, 9-1-1, the school nurse, and parents will be notified immediately.

ILLNESS

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body. A student should be fever-free or on medication for 24 hours prior to returning to school.

HEALTH AND ACCIDENT PROCEDURES

Saint Paul School is staffed by a part time registered nurse who administers first-aid in cases of injury or illness. The school furnishes an emergency

authorizations form which directs the school's course of action in each individual case. It is essential that the parent notify the school of changes in phone number, address, or employment throughout the school year so this data will always be current.

HEALTH SERVICES

Health and Immunization reports are due on or before the opening day of school for all new students. During the school year vision and hearing screenings are given to all students in Grades K, 1, 3, 5, and 7, and postural screening in grades 5-8. Any test may be given upon parent or teacher request. (See also Speech/ Language/ Hearing Service.)

CONTAGIOUS DISEASES

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, flu, and head lice.

When a child has been home with an illness, the child should not return to school until free of symptoms and fever free for at least 24 hours.

DISMISSAL DUE TO ILLNESS

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the office to wait until a parent or other responsible party can be reached. Students cannot dismiss themselves by calling home and an ill child may not go home alone.

MEDICATIONS

St. Paul School follows the policy of the Diocese of Youngstown Board of Education and the State of Ohio for giving medications. The school nurse and/or designee can administer medications only when a specific procedure is followed. Forms (See Appendix C) must be obtained from the school office to be signed by the parents and physician requesting medication to be given. Medication must be delivered by the parent to the school in a properly labeled container from the pharmacy. Parents should NOT send in medications with the child to be administered by the office. Non-prescription drugs, such as Advil, Tylenol, and cough drops may NOT be administered by school personnel without a prescription by the child's physician.

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply.

- The physician must sign a form granting the school permission to administer prescription or nonprescription medication.
- Forms will be supplied by the school or found on the school website and returned to the school nurse.
- The medication and signed permission forms shall be brought to the school by the parent. Medication must be picked up at the end of the year by an adult.
- The physician's signature must be on the original medication permission.

In special cases, such as the use of EpiPens and inhalers the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee. Request forms must be submitted each school year for all medication. This form should be signed and determined by the child's physician.

TRANSPORTATION OF MEDICATION

The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication.

A supply of medication, in its original container, should be delivered on the day on which it is to be given.

Unused medication will be returned **ONLY** to a parent or to another individual authorized by the parent in writing. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed. Empty containers may be returned home with students.

If any of the information stated on the permission form (FORM MED-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

LABELS ON MEDICATION

Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

On prescription bottle:

- 1) Full name of the student;
- 2) Name of the medication;
- 3) Dosage and time intervals for administration; and
- 4) Name of the physician (required for prescription drug only).

On the permission form:

- 1) Possible side effects, and severe reactions; and
- 2) Any special instructions for administering the drug such as storage or sterile conditions.

Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.

The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

CHRONIC MEDICAL CONDITION AND STUDENTS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. In an effort to enhance protection of students:

All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be

submitted to the superintendent for approval. The school will keep a copy of the documentation on file.

The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion for the re-admittance to school for children found having a communicable disease.

LICE

Head Lice Procedure

- If a child is found with head lice or nits, the parent will be notified. The child must be treated for the lice.
- The student's classroom will be notified of a suspected case by letter or email.
- Readmission to school is permitted ONLY after treatment has been given and an examination by the school nurse or designee.
- The school nurse, or designee, will re-check student two weeks after readmission to school.

STUDENT SAFETY

BUILDING SECURITY

Priority is given to safety and security for Saint Paul students. Saint Paul parish has instituted certain preventative security measures which school personnel, parents and visitors are required to follow.

Entrances to school buildings are locked and monitored using video cameras. Access to the buildings is permitted to visitors following a video and intercom check or, in the case of coaches and activity monitors, via an access card.

Parents and visitors are required to sign in at the main office and are issued a visitor's badge to wear before proceeding to any of the buildings at St. Paul School. At all times students are able to leave the buildings as in the case of a fire drill or actual emergency. Former students should plan to visit teachers during after school hours unless other arrangements have been made.

FINGERPRINTING FOR VOLUNTERS

The Diocese of Youngstown requires all volunteers in any capacity, for any length of time, including parents, obtain a fingerprint check through the State of Ohio Bureau of Criminal Investigation (BCI). These same volunteers must also attend a diocesan sponsored child protection workshop entitled, "Virtus,"

as well as, sign authorization and verification paperwork. All paperwork must be on file prior to volunteering.

FIRE/TORNADO/LOCKDOWN/RAPID DISMISSAL EMERGENCY DRILLS

During the first week of school teachers familiarize students with fire, tornado, lockdown, and rapid dismissal procedures. Fire exits and tornado safe areas are posted in each room. These drills are conducted monthly by the local fire department, principal, and teachers. Students are expected to respond quickly and quietly during drills for their own safety.

Please sign this page, tear out, and return to your youngest child's homeroom teacher.



I, _____,
*acknowledge that I have received, reviewed, and
understand the policies, rules and guidelines set
forth in the St. Paul School Student Handbook, as
revised in July 2020.*

Signature: _____

Print name: _____



Children's names attending St. Paul School:

