



ST. PAUL CATHOLIC SCHOOL

FAMILY HANDBOOK
2024-2025

303 S. MAIN SAINT, NORTH CANTON, OH 44720
330-494-0223

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MISSION STATEMENT

As part of Saint Paul Parish, Saint Paul School encourages excellence and nurtures lifelong learners as we strive to live and serve like Jesus.

STATEMENTS OF BELIEF

We believe...

- Every child enrolled at Saint Paul has a right to an environment in which Catholic faith, prayers, and service are experienced in daily living.
- Instruction in theology and morality is an essential part of our program.
- Our faith is the real-life experience of Christ in the lives of our community.
- Learning is based on the creative exchange of ideas and experiences, and it is a lifelong endeavor.
- Teachers strive to reach diverse learners.
- Internalization of Gospel values are fostered through daily classroom experiences.
- Teachers, administrators, staff, parents, and the parish community share the responsibility for advancing the school's mission.
- Each student is entitled to a safe educational experience.
- The Saint Paul community nurtures civic minded and service-oriented youth working toward justice and peace.

CONTACT PAGE

Stark County Catholic Schools website – www.starkholycrossacademy.com

Saint Paul School website – https://www.starkcountycatholicschools.org/stpaul_home.aspx

Saint Paul Catholic Church website – www.stpaulncanton.org

Pastor - Fr. Matthew Zwillig, Pastor – mzwillig@youngstowndiocese.org

241 S. Main Saint, N. Canton, OH 44720

Business Office (for Tuition Assistance) - Tyler Smith, tsmith@stpaulncanton.org 330-499-2201

School Principal – Mike Brown, stpaulemncanton@youngstowndiocese.org

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School Secretary – LeeAnn Smith, lsmith@youngstowndiocese.org 330-494-0223

Saint Paul Early Childhood Center Director - Jennifer Donnelly, jdonnelly@youngstowndiocese.org
330-494-8793

Latchkey Director - Michele Kennedy, mkenedy@stpaulncanton.org

Admissions Director - Renee Murphy, admissions@stpaulncanton.org

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.

Saint Paul School is a member of Stark County Catholic Schools. 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 <https://www.starkcountycatholicschools.org/> or call at (330) 526-8366.

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.

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

A school administered under the authority of the Catholic Diocese of Youngstown complies with those constitutional and statutory provisions, as may be specifically applicable to Catholic 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 the educational, personnel, admissions, financial aid, athletic, and other school-administered programs. Notwithstanding the foregoing, the Diocese of Youngstown, each parish, and each Catholic school expressly reserve any and all rights and protections afforded to them by the United States Constitution, the Constitution of the state of Ohio, and applicable law, including but not limited to, the free exercise of religion.

All schools of the Diocese admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Schools of the Diocese do not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

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. Non-Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with minor adjustments, a program can be provided. It is assumed that any family seeking admission to a school administered by the Diocese of Youngstown shares the philosophy of the school and agrees to support that philosophy and vision as well as all policies.

SPIRITUAL DEVELOPMENT

RELIGIOUS EDUCATION

All students enrolled at Saint Paul Catholic School, whether of the Catholic faith or members 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 is 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 Ohio Common Core Learning Standards as prepared by the 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.

Saint Paul School also offers two high school level courses for students who qualify. Ninth grade algebra can be taken in 8th grade if a student meets the following criteria:

- Final math grade in 7th grade
- Percent received on MAP test
- Teacher recommendation

Spanish I is a required course for all eighth grade students, unless academic and administrative recommendations deem this as a non-constructive situation for the student. A foreign language credit is granted for fulfilling the requirements.

PRESCHOOL

The Saint Paul Early Childhood Center provides an atmosphere in which young children can work and play together in a child-centered environment utilizing a developmentally appropriate curriculum. Learning experiences are provided to stimulate curiosity, to develop self-confidence and independence, and to provide literacy and other readiness skills needed in preparation for kindergarten. Children learn at their own pace and learning is encouraged through meaningful play activities. The multi-room facility serves children ages 3, 4, and 5 with flexible options for scheduling. 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, art, language arts, health, music, physical education, science, social studies, Spanish and technology. Classes are self-contained in the full day every day program. Students utilize the library once a week.

GRADES 1 THROUGH 3 (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, technology, and Spanish is given weekly and physical education biweekly by specialists certified in those areas. Students utilize the library once a week.

GRADES 4 AND 5 (B-BUILDING)

Students in each grade level receive instruction in religion, language arts, science and health, mathematics, and social studies. Classes are taught on a departmental basis. Instruction in art, music, technology, and Spanish is given weekly and physical education biweekly. Students utilize the library once a week.

GRADES 6, 7, AND 8 (A-BUILDING)

Students in each grade level receive instruction in religion, language arts, science and health, mathematics, and social studies. Classes are taught on a departmental basis. Instruction in art, music, technology, and Spanish is given weekly and physical education biweekly. Students utilize the library once a week.

PARTICIPATION IN PHYSICAL EDUCATION CLASS

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.

STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, Saint 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 Diocesan Education Office. Texts are aligned with the diocesan courses for students 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, educational websites, 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. Grades 6-8th each attend a multi-day academic/leadership trip. 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.

Field trips are organized with safety and security in mind. Therefore, parents are not to transport their own children to and from field trips. The Diocese of Youngstown requests that students be transported by bus whenever possible.

TECHNOLOGY

Classroom instruction is supplemented with a variety of educational and audio-visual materials. Instructional technology is available across the campus.

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 an Internet Access/Educational Use Agreement and the Google Apps Permission Form, 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:

- Messages to others shall be polite and shall not be abusive.
- Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
- 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 religious 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

Your child's teacher will use the data from MAP Assessments to answer essential questions he or she has about your child's learning needs and to improve academic outcomes for all the students in the

class. At Saint Paul School students will take the MAP Assessments in September, January/February, and April/May.

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 opportunities 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. All sign-ups for conferences will be online. 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 voicemail, or by email. The message will be returned as soon as possible. Please call the principal and teachers at school only.

SPS EMAILS and Newsletter

The school will communicate relevant information and upcoming events through a weekly electronic newsletter.

Teachers will attempt to answer emails within 24 hours during the work week during their working hours.

PHONE MESSAGES

Phone messages for teachers will be forwarded to individual voicemail. 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 email address and can be contacted in this manner. E-mail addresses for the faculty use the first initial and last name followed by @youngstowndiocese.org. Ex. jsmith@youngstowndiocese.org

INCLEMENT WEATHER/SCHOOL CLOSINGS

Saint 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. Lowering temperatures brings the possibility of school closure due to inclement weather. School cancellation announcements will be communicated through PowerSchool Parent Alerts and email; heard over radio station WHBC, 1480 AM/94.1 FM; or on Cleveland TV stations Fox 8, WKYC Channel 3, or ABC News 5 Cleveland. Please refrain from calling the rectory, school, or radio station. 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.

Saint Paul's School will be in contact with the local school districts regarding school cancellations; however, we reserve the right to 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, text alerts, 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 PowerSchool program. Parents obtain Username and Password information from Saint Paul School. PowerSchool 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.

Report Cards are issued four times a year. Students are given the report card to take home for the first, second, and third quarters. The fourth and 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 PowerSchool.

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:

A = 93-100%

B = 85-92%

C = 75-84%

D = 67-74%

F = 0-66%

Kindergarten – 3rd grade - Reports Cards are issued four times during the school year. The evaluation key consists of 3 (Proficient), 2 (Developing), 1 (Emerging).

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.

PowerSchool

Parents can access students' grades online through PowerSchool (<https://youngstown.powerschool.com/public/>), a grade reporting system used by Saint Paul School. In grades K-3, an ongoing average is reported to parents. In grades 4-8, parents are able to view individual assignments and tests, as well as corresponding grades and related information. Grades are updated at least weekly. Login usernames and passwords are issued to new students upon enrollment. Assistance with PowerSchool is available through the technology director.

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.

Discipline and Academic Eligibility

Discipline

Grades K-3

If a child in grades K-3 has three consecutive, severe disciplinary infractions within a month, administration and parents will be notified. This will result in privileges being revoked from Saint Paul School extra-curricular activities (including field trips, drama, clubs, class parties, and athletics). Per the policy, the behavior will be reviewed in one week.

Extracurricular and Athletic Activities Eligibility for grades 4-8

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

Eligibility Policy: Saint Paul Catholic School encourages each student to participate in activities that contribute to the development of the whole person. Participation in extracurricular activities is both a privilege and a responsibility. It is a privilege to represent Saint Paul Catholic School and a responsibility to meet academic and conduct standards. Two eligibility standards will determine a student's participation in all extracurricular activities:

- Academic Standards - Any student receiving cumulative grades which include one F or two D's will be suspended from extracurricular activities for up to two weeks beginning the Monday following the review day. Athletic suspensions include practices and games.
- Conduct Standards - Academic and behavior conduct reviews will be done at the time of progress reports and report cards, or as needed. Participation suspensions will be communicated on the Monday following the review to the student, parent, club leader, and athletic director by the principal.

Because it is impossible to foresee all problems that may arise, the principal, teachers, club leaders, and coaches may suspend a student from any team or activity at any time during the season for any action that violates the mission, spirit, and philosophy of the parish and school, even though not specified here.

Discipline Policy

Utilization of the Parent/Guardian/Student Handbook is necessary to ensure the entire faculty and staff is able to administer a consistent discipline program. 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) that 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.

Classroom Rules

Classroom discipline is the responsibility of the teacher with the assistance of the principal, and the parent/guardians when needed. Teachers observe and arrange the environment to minimize the possibility of potential issues. Class rules are posted in each classroom. Consequences for infractions will be communicated when rules are posted and reviewed. Teachers will address disciplinary issues within the classroom, and serious or habitual disciplinary issues should be referred to the principal.

Behavior Expectations and Consequences

In order to help our students make positive choices and to create a positive climate for learning, Saint Paul Catholic School uses a merit (positive behaviors) and demerit (negative/unwanted behaviors) system via PowerSchool to address behavior. This system is intended to assist students in making good choices thus producing well-behaved students. Our ultimate goal is to develop students who always do their B.E.S.T (Be caring toward others, Excel in all school activities, Show respect toward others, and Take responsibility for my own learning).

Any faculty and staff member can issue merits and demerits which are recorded in PowerSchool.

1st Demerit – the classroom teacher will notify the parents via email and record the demerit on PowerSchool.

2nd Demerit- same as above plus the student will complete a behavior writing assignment (parents will have to sign it and it is due the next school day).

3rd Demerit- same as above plus the student will conference with teacher(s), principal, and parent.

After school detentions will be used for students who continue to earn demerits or for more serious offenses. Detentions may be assigned by classroom teachers but they must be approved by the principal. Detentions are held after school on Thursdays from 2:45-3:30.

Any behavior or offense resulting in the student being sent to the principal is subject to an after-school detention assignment.

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:

ADMISSIONS CRITERIA AND REQUIREMENTS

Saint Paul Catholic School welcomes all new students and it is our hope to serve the needs of all interested faith filled families. However, if there are more applicants than space students will be admitted to Saint Paul Catholic School in the following order.

- 1 Participating Parishioners
- 2 Siblings of currently enrolled students (K-8) in good standing
- 3 Parishioners with children enrolled in our preschool
- 4 Registered Catholics of other parishes
- 5 Non-Catholic Religious Families

For purposes of registration of new families, the term “Participating Parishioner” refers to Catholic families who have officially registered in the parish and demonstrate their participation through mass attendance

Non-Catholic students are required to actively participate in religion classes, religious celebrations, liturgies, while maintaining our catholic identity throughout our daily activities while attending Saint Paul Catholic School.

Registration Process: (This process may take up to 2 weeks to complete)

1. Interest in the school
 - a. Contact the school office - (330) 494-0223
 - b. Speak with the admissions director at admissions@stpaulncanton.org
2. Schedule a parent tour
 - a. Meet and interview with the admissions team
 - i. Principal, Director of Admissions, Intervention specialist, and teacher representative from the applicant's grade division (K-2, 3-5, 6-8)
3. Discuss options for student shadow day
4. Complete registration/enrollment and financial forms
 - a. For Traditional EdChoice, EdChoice Expansion, the Good Samaritan Scholarship, and other financial aid information, please contact Tyler Smith at tsmith@stpaulncanton.org or 330-499-2201.
5. Saint Paul student assessment based upon the grade level of the student
6. Sign Parental Consent for Record Release form for student records from previous/current school of transfer with test scores included for grades 1-8
7. Grades 6-8 Language Arts and Math recommendation form from their current school sent to admissions
8. Conditional admission
 - a. Based upon receipt of records
 - b. Based upon student assessment
 - c. Based upon previous school teacher recommendations (incoming 1st-8th)
 - d. Letter from the parish

- e. Copy of Birth Certificate
 - f. Based upon admissions team recommendation
9. Family receives: supply list, uniform info, parent portal login, weekly newsletter, lunch information, etc.
10. Acceptance

Items required at time of registration

- A non-refundable registration fee K-8
- A photocopy of your child's birth certificate
- Parish letter and sacrament certificates (if applicable)

ADDITIONAL REQUIREMENTS FOR ADMISSION

- Educational and health records from a 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 Nonimmigrant 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

ENROLLMENT AND REGISTRATION

Enrollment and Registration for the next school year usually begins at the end of January during Catholic Schools Week. For each year, Enrollment and Registration forms must be fully completed and returned by the specified date (usually in March) with a \$50.00 per student non-refundable registration fee (collected electronically). Families must enroll prior to the end of the current school year to guarantee their children a place in a class for the next school year. Please contact the St. Paul School Admissions Director, Renee Murphy, with any questions at admissions@stpaulncanotn.org or 330-494-0223.

FINANCIAL OBLIGATION PAYMENTS

Obligation accounts are managed by the School Business Office, located in the parish rectory. The St. Paul School Finance Committee determines obligation rates annually. Families who are registered members of a Catholic parish, meeting the requirements as described below, will receive St. Paul Parish Scholarships for each K-8 student based on the number of their children enrolled in the school and what's needed after their EdChoice Scholarship award.

Families are required to use the FACTS Financial Portal. Through FACTS there are several options for payments. Options include one, two, four, nine, and twelve payments through the year. FACTS charges an additional enrollment fee according to the number of payments selected. This enrollment fee becomes part of the family's financial obligation.

FACTS Enrollment Fees for 2024-25

One (Full) Payment: \$25.00 family Enrollment Fee
Two (Semester) Payment: \$25.00 family Enrollment Fee
Four (Quarterly) Payment: \$55.00 family Enrollment Fee
Monthly (Nine and Twelve Months) Payments: \$55.00 family Enrollment Fee

Payments are made according to the payment plan selected in the annual Registration & Enrollment Agreement. Late fees are applied after a payment is 30 days past due and become part of the Obligation. All changes in payment plans must be approved and completed by the school business office. If you wish to pay for tuition or incidentals via cash or check a PowerSchool Financial account is still required. Payments can be made in person at the parish rectory during their business hours Monday-Friday 8:30am-4:00pm, closed Wednesdays. Each family's financial obligation must be paid in full by May 20th, 2025.

2024 – 2025 OBLIGATION RATES

Tuition obligation for all K-8 students starts at \$7,500

Parishioner Scholarship Awards – awarded to families registered at a Catholic Parish and whose students are current with the sacraments of Baptism and First Communion. Please note that these amounts could be lower if when combined with your student's EdChoice Scholarship award the amount reaches a \$0 balance (Example: \$7500 tuition - \$6166 EdChoice - \$1334 Parish = \$0 obligation).

First Child \$ 3,250
Second Child \$ 4,737

Third Child \$ 5,800
Fourth Child \$ 6,883

Non-Scholarship Obligation Rate – applies to families not currently registered in a Catholic parish or registered families whose students are not current with their sacraments of Baptism and First Communion.

Each Child \$ 7,500

INCIDENTALS

Incidental expenses are also paid through the PowerSchool Financial Portal. Incidental expenses are posted to student's accounts throughout the school year. Incidentals are expected to be set up as AutoPay accounts. Incidental expenses include but are not limited to: \$250.00 technology fee per student, classroom subscription fees, field trips, etc.

ST. PAUL SCHOOL FINANCIAL AID

EdChoice Scholarships

Traditional EdChoice and EdChoice Expansion Scholarships are available to all students. Applying for EdChoice is highly encouraged during the enrollment process.

Traditional EdChoice Scholarship: \$6,166 per child
EdChoice Expansion Scholarship: \$616.60 - \$6,166 per child

For information on how to apply for EdChoice please contact Tyler Smith at tsmith@stpaulncanton.org 330-499-2201.

St. Paul Parish Scholarships

All qualifying families receive the Parish Scholarship Awards for their students based on the number of children enrolled in the school and what's needed after their EdChoice Scholarships. These scholarships range from \$1334 - \$6883 per student.

Good Samaritan Scholarship Fund

The State of Ohio and the Dioceses of Youngstown have created another source of scholarship that is awarded by the parish. These funds are created by qualifying donations to the scholarship fund in the name of the school. Donations are a credit, up to \$750 for single and \$1,500 per couple, against the donor's state tax liability.

Diocese of Youngstown Awards

The Diocese of Youngstown also grants annual awards. Please contact the St. Paul Business Office for more information and to see if you qualify.

Additional information is available in the school office or on the school website. All awards are granted as a credit on the family's PowerSchool Financial Obligation Account. For more information, please contact the school principal, Mr. Mike Brown (stpaulementcanton@youngstowndiocese.org), or the St. Paul Parish Director of Finance, Peter Olsen (polsen@stpaulncanton.org)

Adopt A Student Emergency Assistance

St. Paul Parish offers emergency relief during the school year when unforeseen situations arise, such as employment changes and medical emergencies. These awards vary based on the need. Please contact the Parish Business Office to discuss this type of assistance at 330-499-2201.

RaiseRight (formally SCRIP)

RaiseRight is a national program that allows families to purchase gift cards at less than face value. There are a wide variety of vendors available – places where you already shop. The savings passes back to the family as credits for the next school year. 100% of each family's credits are applied to their financial obligation for the following school year (credits earned between May 2024-April 2025 will be applied to 2025-2026 obligation). Taking advantage of using Raise Right can significantly lower your financial obligation. Sign up Grandma, Grandpa, relatives and neighbors too. Have friends and family designate their earnings toward your child's next year's obligation, technology fees, subscription fees, and middle school overnight field trips. Please contact the school office, Heather Chapman, our Raise Right Coordinator, for more information at hchapman0918@yahoo.com.

DELINQUENCIES

Families failing to pay financial obligation according to their PowerSchool agreement or make approved alternate arrangements will jeopardize their enrollment status. All obligations, incidentals and fees must be paid in full in order to be re-enrolled for the following school year.

WITHDRAWAL – REFUNDS

Families withdrawing from the 2024-25 school year must do so in writing and contact our Admissions Director, Renee Murphy. After May 26, 2024 families are responsible for obligation payments as follows:

Obligation payment in full is prorated on a quarterly basis according to the following schedule:

May 26, 2024 – Oct 21, 2024 25% due in full
Oct 22, 2024 – Jan 13, 2025 50% due in full
Jan 14, 2025 – March 16, 2025 75% due in full
After March 16, 2025 100% due in full

Additional \$300.00 per family withdrawal fee.

Enrollment fee is non-refundable.

Extenuating circumstances; such as loss of employment, family illness or death; may be taken into consideration by the pastor, at his discretion, in order to adjust the withdrawal policy in particular cases.

2024-25 Technology Fee

The \$250.00 per student technology fee will be charged to all students' FACTS accounts. Once this is charged, any remaining RaiseRight credits and professional courtesy will be applied to the technology fee incidental fee balances.

The school's business office has been sensitive to the costs family incur – clothes, shoes, supplies – in preparation for the new school year. In light of this, the posting of the technology fee was pushed back into the middle of September.

Please check your incidental settings in PowerSchool. Everyone has been encouraged to use the autopay feature. The Technology Fee will be scheduled to pull on Wednesday, October 16. Please contact the school business office well prior to that date if you would prefer to setup a payment plan for the Technology Fee. This fee is required to be paid in full by April 1, 2025.

There is a 2024-25 Technology Fee Hardship Application for families to use to apply for consideration for some financial assistance that is available. Contact the school business office for a copy of the application.

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. The Diocese of Youngstown, the Office of Catholic Schools, Saint Paul School, nor any of its employees are responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

SCHOOL HOURS

For those students who need to arrive early, the gym is open at 7:00 a.m. Children are allowed in their classroom beginning at 7:20 a.m. and are considered tardy after 7:35 a.m. Late buses are the exception. School dismissal takes place between 2:35 and 2:45 pm and children are expected to be out of the buildings unless under adult supervision (i.e. teacher, coach, Latchkey Program staff).

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 buses home or who are car riders and plan to go to the YMCA, library or any other location after school instead.

CLASSROOM ACCESS AFTER SCHOOL

Classrooms are closed and locked at 3:10 p.m. Students are not permitted in the classroom buildings after 3:10 p.m. unless as part of a school-sponsored after-school activity (clubs, sports, etc). Forgotten items and homework will need to wait until the following day.

TARDINESS

Students who are not seated in the classroom at 7:35 a.m. are considered tardy. Tardy students must report to the school office to receive a slip to give to 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 reviewed by the school administration in accordance with the State of Ohio truancy policies.

ABSENCES/EARLY PICKUP

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential.


The parent(s) should phone the school giving the reason and the approximate length of absence.

When students miss more than two hours of school due to illness or an unexcused absence 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.

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.

Early Pick-up

We will not early release students after 2:20 p.m. due to safety issues with bus and vehicle traffic in the parking lots. 

Students who leave during the school hours must be handled through the school office. Here are a few scenarios to clarify this: If a child is sick, they should only go home if Nurse Donna decides this. She will contact the parents if they need to pick up their child; otherwise, they are fine to remain at school. Donna has a checklist that she goes through to determine whether a child remains or not. Parents can lose State tuition funding if their child goes home too often.

Parents should not pick up from different school buildings. All students must be checked out from the office and communication should take place with LeeAnn Smith.

REPORTING AN ABSENCE

Please email LeeAnn Smith (lsmith@youngstowndiocese.org) or 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 notified by the school. When they return to school, students are required to present their teacher with a note, signed by their parent, stating the reason for the absence. Please notify the school nurse immediately if the illness is of a contagious nature.

Excused vs Unexcused Absences/Tardies

Excused absences/tardies will be limited to the following (anything that is not covered by one of the listed categories shall be recorded as unexcused). **Students are marked unexcused if a parent or guardian does not make notification.**

Work missed due to an unexcused absence cannot be made up. When students miss more than two hours of school due to illness or an unexcused absence 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.

For those students who receive the EdChoice Scholarship, to maintain eligibility for this scholarship the recipient student may not have more than twenty unexcused absences during a single school year.

- Personal Illness: illness or injury that renders the student physically unable to attend school.
 - The parent/guardian must notify the student's homeroom teacher.
 - A note from a medical professional must be produced within two days of the student's return to school **for absences which exceed three days** or the absence will be recorded as unexcused.
- Family Illness: illness or injury of an immediate family member (including, but not limited to parents/legal guardians, siblings, grandparents) that requires the presence of the student.
 - Communication from the family should be made to the school within 24 hours of the absence.
 - A note from a medical professional explaining the situation may be required **for absences which exceed three days**, if deemed appropriate, under certain circumstances.
- Quarantine or in-home isolation as deemed necessary by the state or local health department.
 - Supporting documentation may be required for extended absences.
- Death of a relative: The absence of a child from school under this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. For students participating in the EdChoice Scholarship Program, any absence for this reason in excess of three days must be approved by the Chief Program officer of the Ohio Educational Choice Scholarship Program.
- Appointments: a medical or dental appointment scheduled during school hours.
 - A note from a medical professional must be produced within two days of the student's return to school or the absence will be recorded as unexcused.

- Religious Holiday: an absence due to the observance of a nationally recognized religious holiday, consistent with the truly held religious beliefs of the student/student's family. Parents must notify the school in advance detailing dates of all absences for religious holidays.
- Court Proceedings: the student is specifically required to attend a court or other legal proceeding or to accompany their parent/legal guardian.
- Emergency/Other: any emergency or other circumstance that, in the judgment of the student's teacher(s) and/or the school principal, constitutes a reasonable cause for the student's absence from school. For students participating in the EdChoice Scholarship Program, any absence for this reason in excess of three days must be approved by the Chief Program officer of the Ohio Educational Choice Scholarship Program.
- Out of state Enrichment Activities or Extracurricular Activities: A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the school administration or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the school detailing the dates and reasons for these absences.

Tardiness

Students are considered tardy if they are not in their homeroom at 7:35am. K-8 students arriving at school after the designated start of the school day shall **first** report to the school's main office. **Before** reporting to their homeroom, K-8 students shall check in using the School SafeID kiosk or directly with office staff and bring their check-in slip to their homeroom teacher.

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 completed at school 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, an email should be sent to the homeroom teacher and copied to the School Secretary. Students are to be picked from the school office where a driver's license is required to 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.

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.

GENERAL SCHOOL POLICIES

CALENDAR

School calendars for each year are available from the school office or can be accessed on the Saint Paul School parent portal and on the Week at a Glance Newsletter

MILK PROGRAM

Saint 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.

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 visitors must sign in at the office and receive a visitor's badge before and after going to the lunchroom, classrooms, gymnasium, or elsewhere on Saint Paul School grounds. The visitor should use their sticker badge to sign out in the office. All school volunteers **MUST** complete the VIRTUS training and background checks as required by the Diocese of Youngstown.

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.

Schools are required to use the Waiver/Right to Object form when students are 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

The Diocese of Youngstown is finding an increasing number of families experiencing transition in parental custodial relationships. In response to these transitions Ohio law continues to evolve. For these reasons, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child and it is assumed that both natural parents are in communication regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussion with school personnel and tuition statements. It shall be the responsibility of each natural parent to inform the school in writing if the natural parents are not residing at the same address.

In families experiencing separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared by the natural parents and between the natural parents. Since this situation frequently impacts a child's achievement and interactions at school, natural parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform the school in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors or demands of a natural parent, but only with the appropriate documentation as detailed below.

In cases of a final divorce decree of the issuance of a final judgment entry by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries which impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications and daily class work and papers will be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the noncustodial natural parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as the custodial parent and as such the school will release a child's records directly to the noncustodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of the school not to release a child's records directly to a step-parent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes, but is not limited to, official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any noncustodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such an event, the noncustodial parents must provide the school with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

In cases of 'joint' custody (shared parenting agreements) entitling both natural parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that these communications and information will be shared by and between the natural parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both natural parents wish to be present. It is assumed that natural parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both natural parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal subject to review by the school's legal counsel. Every effort will be made to keep communications open with both natural parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the natural parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both natural parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week. It is the responsibility of the parents to inform the school of any rotations or changes in the drop-off and dismissal routines due to visitation schedules.

If there are questions concerning this restatement of procedures or if you feel unique circumstances require other arrangements, please contact the principal personally.

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

All K-8 parents that are on campus, must sign in at the school office using their driver's license or sign up for a digital pass through the check-in process on the kiosk. iPhones should automatically download to the wallet. Androids should use the app "WalletPasses." Parents not able to provide this information will not be able to remain on campus or chaperone students.

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 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 fundraisers 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:

Auction	Book Fairs	Field Trip Chaperones
Christmas Luncheon	Hot Lunch	Wish List
Lunch Monitors	Ski Club	Yearbook
Spirit Shop	Teacher Appreciation	
Used Uniform Sale	7 th & 8 th Grade Dances Committee/Chaperones	

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.

PARENT AND GUARDIAN CONDUCT

The Diocese of Youngstown recognizes that parents/guardians are the primary educators of their children.

Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Parents should demonstrate support of the school and Diocesan educational mission personnel, policies, and procedures. Out of respect, issues should be discussed with the individual people at the school who have the authority to deal with them rather than in a public forum (Facebook and other forms of social media.)

Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events. Inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from the school.

STUDENT SERVICES

SCHOOL NURSE

A clinic is available for students and is located in the main office area. A nurse is available from 8:30 am-2:30 pm, 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, hot lunch program is offered to students on school days. All ordering is done online and payment is made in advance. Ordering opens up on the first of the month and closes on the 15th of each month, with no exceptions.

LIBRARY

Students attending Saint Paul School have access to our library once a week during regular class visits. Students may visit the library 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.

TRANSPORTATION/PARKING

BUSING

Saint Paul School students 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 Saint Paul boundaries determine eligibility according to State of Ohio law. Each district notifies parents of routes and schedules in August.

Some school districts allow non-district students to ride home with your 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

Morning Dropoff:

- Morning care starts at 7:00 am. Please do not drop off your child beforehand. Young children should be escorted to the gym.
- Children should not be dropped off to the front of the school, along Main St., etc. This is reserved for buses.
- All children should be in the building no later than 7:34 am so they are not counted tardy at 7:35 am. Children must be in their classroom ready to start class at 7:35 am.
- If your child arrives late, an adult must check them in at the school office first. Do not drop off your child unattended to ANY building!
- Each morning we are seeing families who are delaying other families in the carline. If your child cannot get out of the car without assistance, please park in the back parking lot and walk them over.
- Building doors **DO NOT OPEN** until **7:20am**. Students should not be approaching building doors before 7:20am and waiting around and/or ringing doorbells. Parents **should not park in the front school lots** to drop off students before 7:35 am. If you are parking, it must be in the rear parking lot by the Church/Parish Life Center (gym). Morning drop-off ends at 7:34 am and the doors lock. Families **arriving after 7:34 p.m. should not drop their children off at the door**, as there is no adult supervision. Instead, parents must check in their children at the school office, where they are escorted to their classroom. Children should not be left at the door of any building alone. **Do not drop off A/B students in the C Building line, as it is dangerous for the students to cross through parked cars and the other moving car line.**

- C Building students can be dropped off anywhere along the sidewalk. To help with drop-off efficiency, the first 3 cars in line should let students out at the same time (rather than waiting for only the first car).
- Students must **get out of the car's passenger side** for morning drop-off by the library and C building. This ensures the safety of each child. Families whose child must exit the driver's side of the car, must park and escort their child to their classroom. Drop off should not occur one car at a time. In order to keep the car line moving, multiple cars should be releasing students at a time. An adult should be present to help open/close doors to expedite the process.
- Students should **be ready to exit the car each morning** when in the drop-off line to ensure an efficient process. Please have all items prepared for them to grab and exit the vehicle. An adult should be present to help open/close doors to expedite the process.
- Parents **should not wait in the drop-off line before 7:20 a.m.**, as this prevents faculty/staff members from parking. If you arrive before 7:20 a.m., please drop off your child in the rear parking lot, where your child must go to the gym for Morning Care. Students should not be left unattended outside of school buildings before 7:20 am. If a parent cannot remain with their child, the child should be dropped off to the gym for Morning Care.

Afternoon Pick-up:

- All buses will pick up students from the front of the school; therefore, there will be no student pick-ups allowed at the front of the school. This should make the gym and Church pickup run more efficiently.
- All parents must park in the backschool parking lot. There will be no individual family dismissals from the school office or library.
- Families with infants under two years old or drivers who are unable to physically get out of their cars should wait in their cars and a teacher will walk the student out to the car after the majority of students are dismissed. Please communicate with your child's teacher if this option is needed.
- If your child walks/rides home, please remind them that it is their responsibility to follow school and civic rules/laws. They are not to jaywalk and need to make smart decisions for their safety. Once students leave the school property, the school is no longer liable for their safety.

WALKERS AND BIKE RIDERS

Students who walk or ride their bikes when leaving the school must have parent approval that has been submitted to the school in advance. 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. The school is not responsible for the whereabouts and safety of the student after they leave school grounds.

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

Saint Paul School offers a variety of extracurricular clubs and activities for students and parishioners of Saint Paul Parish. Families who are registered parishioners may also participate in the Stark County Catholic Schools band program, grades 4-8. 7th-8th grade sports are available for currently enrolled and eligible students at Saint Paul School. Any school specific events such as drama productions, field trips, Latchkey, school clubs, school councils and groups (Board Game Club, Bowling Club, Ski Club, Service Council), tutoring, parties, dances, and student religious ceremonies are for school families only, unless otherwise specified. All participants must follow the Diocese of Youngstown's safety protocols.

PARTICIPATION

Participation in extracurricular 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 ordinance 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 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: a 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, nunchaku, brass knuckles, knives, butterfly knives, stun guns. 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 apprise 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
- 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 Saint 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.

SAINT 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.

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.

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 Procedures**

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, unless the Office of Catholic Schools has been consulted. If the suspension is for an offense which needs to be addressed through counseling (ex. substance abuse, anger control or anything that requires the assistance of an outside agency), the suspension may be of a duration to allow such counseling to occur.

The principal or his/her designee will investigate the incident and give verbal notice of the charges to the student/s involved. In cases which may result in suspension, parents must be notified of the incident as soon as possible. A conference (phone or in-person) must be held with the parents and, preferably, this conference should occur prior to taking disciplinary action. If this is not possible, the conference must be scheduled prior to the student's return to school. Parents should receive written notification of the disciplinary action taken. **SEE SUSPENSION NOTIFICATION.**

Students should be permitted to make up classwork, assignments, and tests missed during the suspension; however, this should be done within a specified amount of time.

- **Offenses Warranting Suspension**

The Code of Conduct should list those behaviors that are suspendable offenses, outline the suspension process, and state the school's policy on the issue of academic credit during the suspension time.

School offenses which happen at school or at school-related activities that may result in suspension must be listed in the Code of Conduct. All school offenses that result in suspension, must be documented. These **must** include:

- A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police should be informed of these incidents.
- Use/possession of a weapon. Police must be informed.
 - Vandalism, destruction or theft of school property. (also restitution)
 - First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (Ex. tobacco, vaping) (counseling may be required where necessary).
 - Sexual Harassment/ Sexual Violence
 - Repeated disregard for school rules and regulations
 - Use of social media or devices that cause harm, panic, or a negative image of the school community.
 - Other offenses serious enough to warrant a student's removal from school.

In-school Suspension

Schools may use an "in-school suspension" program which isolates the student from the mainstream of school activity, but does not relieve the student of the obligation to continue daily studies. In-school suspension is particularly effective for those students whose parent(s) are not able to provide supervision for an out-of-school suspension or for those students who interpret suspension as a vacation from school. It is best to have provisions for both in-school and out-of-school suspensions in the Code of Conduct, allowing the building administrator to judge each case on an individual basis.

For in-school suspension, an appropriate supervised area separate from the usual school traffic and classroom is designated as the suspension room or area. This area must be supervised by a staff member at all times. Suspended students report to the designated person at the beginning of the normal school day. The student is required to bring study materials to the area and complete required assignments and all academic work. Lunch and restroom privileges are scheduled at times other than the normal class changes and lunch periods. A student may not participate in extra-

curricular activities until the expiration of the suspension period.

A student may be required to perform community service, with proper supervision, e.g., parish or school service, nursing home, in conjunction with or in place of suspension.

- **Out-of-School Suspension**

Out-of-school suspension is the removal of a student from school for a specified period of time. A student may not participate in extra-curricular activities until the expiration of the suspension period. Assigned classwork and all academic assignments are required to be completed.

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. The Student Expulsion Form is to be completed.

Reasons for Expulsion

The following infractions are grounds for expulsion in diocesan schools:

Possession of, use or attempt to use a weapon at school or a school-related activity.

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, nunchakus, 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.

- Physical violence, force, threat, coercion or other aggressive behavior that threatens the safety and well-being of others at school or a school-related activity.
- Selling or distributing drugs or other chemical substances at school or at school-related activities.
- Possession, use or being under the influence of alcohol or drugs at school or school-related activities.
- Involvement in a felonious act or other criminal behavior that causes public scandal and/or adversely affects the reputation of the school, the morale and/or the safety of the students and staff.
- A pattern of incorrigibility or the repeated refusal to comply with school rules and regulations.
- Assault/battery on a member of the school staff
- Other behaviors deemed sufficiently serious by the principal, in consultation with

the Superintendent, to warrant the student's permanent removal from the school.

Expulsion Procedure

The principal may request the expulsion of a student after discussion with the pastor, where applicable; the members of the administrative team, the Superintendent of Schools (or designee) and the student's parents/guardian. The following procedure must be carefully observed:

- The principal must send the parent/guardian written notice which includes the reasons that the principal may request an official expulsion.
- The parent/guardian must be provided an opportunity to meet with the principal within five (5) days after the official notification is sent. Other pertinent parties, such as the pastor, other members of the administrative team and the student's counselor may be included in the conference.
- Following the conference, but within a reasonable amount of time, the principal should inform the parents of his/her decision. If the decision of the principal is to seek an expulsion, the notice must be in writing and must inform the parent that they have the right to discuss the request with the Superintendent of Schools.
- The principal must request the expulsion from the Superintendent of Schools. All pertinent materials should be sent to the Superintendent as needed (e.g., disciplinary correspondence, summary of parent conference, etc.).
- The parent and/or student have the right to discuss the intended action with the Superintendent before the decision is made.
- This request must be made within three (3) working days after the date of the principal's letter requesting expulsion.
- The decision of the Superintendent is final and binding.
- 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 have been trained in recognition of child abuse and neglect. All school personnel who suspects child abuse or neglect are required to report it to Child 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.

CELL PHONES/OTHER ELECTRONIC DEVICES

As a technology-forward diocese, the Diocese of Youngstown wants to teach and promote appropriate digital citizenship while academically and spiritually preparing our students for the future. To accomplish this, it is essential that students are present and engaged in their learning. By removing a significant distraction, we are promoting face-to-face interaction and connection.

Therefore, cell phones and other wireless communication devices (such as iWatches, Ear Buds, etc.) are permitted in the building but must be powered off and kept where designated by the school.

- K-8: Use is not permitted during the school day, including aftercare.
- 9-12: Use is not permitted during any class period including study halls UNLESS requested by the instructor for educational purposes.

II. Procedures/Guidelines

Elementary K-8: To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- If a parent feels a child must have a cell phone for emergencies before or after school hours, it is not to be used during school hours.
- Cell phones and all wireless communication devices (smart watches, earbuds, etc.) shall be
- TURNED OFF when entering the school campus and remain off until the student leaves the campus after school.
- Cell phones and all wireless communication devices must be kept in a student's backpack, locker, or designated area; not clothing, pockets, or desks.
- If a student needs to make an emergency call during the day, they will be directed to the

school office. All after-school arrangements are to be made before arriving at school for the day, with parents communicating any changes.

- Any videotaping required for instructional projects will be done using school devices.
- At school events outside of school hours, pictures and videos may never be taken in locker rooms or bathrooms.
- Administrators may use discretion in setting guidelines for cell phone use on field trips and other special circumstances that arise.

DRESS CODE REGULATIONS

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

Official school uniform vendor: The Uniform Guy
1910 Whipple Ave NW Canton, OH 44708
(330) 605-9204

General Appearance:

- Students are expected to be neat and well groomed.
- Hair should be neat, clean, and the student's natural color. Hair is neatly trimmed off the eyebrows, and collar and around the ears. Fad or trendy haircuts are unacceptable. If hair becomes a distraction or hinders sight, students will be asked to have their hair cut. This is at the discretion of the faculty and administration. No non-natural color highlights, bleaching, or color stripes. This includes Spirit Days.
- No rolling of skirt/short waistbands.
- Students are not to wear team jerseys, quarter zip or hoodies during Mass unless it is part of an official St. Paul School uniform
- Simple religious necklaces are permitted. Jewelry must be simple, tasteful, should not cause a distraction (teacher discretion) and safe due to physical education requirements.
- Small, stud style earrings (one in each ear) are permitted. No dangly or fad styles are permitted.
- For safety purposes, all jewelry must be able to be removed. Students will be responsible for the safekeeping of jewelry, if removed.
- Students should not wear smartwatches.
- Clear or pale pink nail polish is acceptable only. For safety purposes, fake nails are not allowed.
- Natural color make-up only, modestly applied, is a privilege of 6th-8th grade students only.

Modesty Guidelines:

The virtue of modesty is founded on the truth that every human person was created in the image and likeness of God and has inherent dignity. As children of God, we have been empowered in freedom to uphold and respect that dignity in ourselves and others. We are called to a purity of heart that is to be expressed in all of our behavior and relationships, including by choosing clothing that is appropriate for each occasion.

The outline below provides a description of what appropriate and modest clothing choices look like when attending St. Paul School. Students wearing clothing that is not in compliance with the expectations below will be asked to change.

- Clothing is to be modest, dignified, and appropriately suited to school activities. Articles of clothing that display profanity, products or slogans that promote alcohol, drugs, sexuality, or indecency are not permitted.
- Spaghetti straps, midriff-revealing shirts, and open-back tops are not permitted. Shirts that are considered undergarments are not permitted when worn as an outer layer. If sleeveless shirts are worn, they must not reveal the chest or bra.
- Shorts should have a minimum 5-inch inseam. Leggings/yoga pants may only be worn if the hips and backside are fully covered by a longer top or an appropriate skirt.

HAIR ACCESSORIES

All hair accessories for girls must match the school uniform (navy, white, tan, burgundy) or be a solid, natural color (with the exception of the matching plaid headband). Hair decorations/accessories should be small and modest in nature – **no** sparkles, colored strands, loud patterns, or large embellishments, such as bows and flowers. Students may be asked to remove any accessories that cause a distraction.

Regulation School Shirts

School shirts are expected to be neat and fully tucked in at all times

Polo shirts, long or short sleeves, in solid colored white, navy blue, or burgundy

Dry-fit polos, **long** or short sleeved, permitted in solid colored white, navy blue, or burgundy

Polos with the official school logo embroidered on them are available at the official school uniform vendor: The Uniform Guy

Dress shirts, long or short sleeves, in solid colored white

Turtlenecks that are solid colored white, navy blue, or burgundy

Blouse, long or short sleeves, in solid colored white (**Girls only**)

Skirts, pants, and shorts (Girls)

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

Plaid jumper (grades K-3 only)

Plaid, plain navy blue, or khaki skirts

Plain navy blue or khaki pants

Plain navy blue or khaki shorts

Cargo or baggy shorts/pants and/or colored jeans are not permitted

A solid black, brown, or tan belt must be worn with pants/shorts that have belt loops

Navy blue stretch pants may be worn under the uniform **in extremely cold weather**, not because skirt length is inappropriate.

No Knit material for pants on without skirt

All kick-pleat skirts, scooter skirts/skortis and jumpers should be no shorter than 2 inches above the knee

All shorts, including PE shorts, should have a minimum length of a 5 inch inseam

7th and 8th grade girls should not wear scooter skirts/skortis due to the limited length

Pants and shorts (Boys)

Plain navy blue or khaki pants

Plain navy blue or khaki shorts

Cargo shorts/pants are not permitted

A solid black, brown, or tan belt must be worn with pants/shorts that have belt loops

Navy blue stretch pants may be worn under the uniform in extremely cold weather

No Knit material for pants

All uniforms (including P.E. shorts) should be no shorter than their longest finger when arms are held at the side of the body.

Mass Days:

OUTERWEAR IN THE CLASSROOM *Any outerwear is to be worn over top regulation school shirts with entire collar visible at all times*

Sweatshirt

Navy crew neck sweatshirt with official school logo (these can be purchased at the official school uniform vendor: The Uniform Guy). Plain navy crew necks are also allowed. Must be worn over a regulation shirt.

Sweater

Solid colored navy or burgundy crew or v-neck sweater may be worn over a regulation shirt
OK for a white cardigan, but not a white sweater?

Cardigan

White, navy blue, or burgundy cardigan with no embellishments may be worn over a regulation shirt

Lightweight Track Jackets/Fleece Jackets/Pullovers

PE track jacket with official school logo in NAVY BLUE ONLY may be worn in the classroom over a regulation shirt.

Full zip fleece jackets in navy blue with the official school logo may be worn in the classroom over a regulation shirt.

¼ zip pullovers in navy blue with the official school logo may be worn in the classroom over a regulation shirt.

All these options can be purchased at the official uniform vendor: The Uniform Guy.

Hoodies

Hoodies are not permitted to be worn in the classroom during the regular school day.

Weather Appropriate Outdoor Clothing

No outdoor coats or other outdoor clothing is to be worn in classrooms during the school day. **Please see the classroom “outerwear” allowed options listed above.**

Please note that a light jacket, hoodie, or similar upper body covering should be worn outside during recess when the temperature is less than 55°F. A proper winter coat is expected when temperatures are below 40°F.

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.

Colored footies are not permitted on regular school days or for PE days. There should be no name brand symbols on the socks.

Plain white, navy, or burgundy knee socks or tights

Socks must be under the pants, not over

Navy blue stretch pants may be worn under the uniform in extremely cold weather (30 degrees or below.)

Solid black, brown, tan, or navy dress or casual shoes (no patterns or sparkles and no heels higher than 1 inch).

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. High-top shoes, platform shoes, sandals, Crocs, Ugg boots, construction boots, combat boots or knee/thigh high boots are NOT permitted. 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.

TIES

Boys in grades 6, 7, and 8 are required to wear ties on Mass days and any other special day as announced. Ties are optional for boys in grades 3-5. Ties are to be plain or small print, matching the school uniform colors (navy, white, tan, burgundy), 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.

PHYSICAL EDUCATION UNIFORM for Grades 4-8

The Physical Education uniform (updated style/color as of June 2022) must be worn by all students in grades 4-8 and must be purchased through The Uniform Guy: 1910 Whipple Ave NW Canton, OH 44708. (330) 605-9204

The PE uniform consists of a mandatory navy t-shirt with the official school logo and navy shorts. Navy track pants are optional. An optional navy track jacket with official school logo is available and is the only PE uniform item that can be worn the entire day, including in the classroom. (Please see classroom “outerwear” allowed options listed above) Neither the shorts nor the t-shirt should be form fitting. All shorts have a mandatory 5-inch inseam. No rolling of shorts is permitted. Please help prevent lost clothing by having the students name on each piece of clothing.

The PE uniform will be worn only during PE class time. It will not be allowed to be worn during the regular school day, with the exception of the PE track jacket. The regular school uniform shall be worn the rest of the day, with time given for students (grades 4-8) to change before and after PE class.

Students should have separate tennis shoes that are designated for PE class only and not worn outside of the gym.

No jewelry is permitted during PE class since it presents a safety hazard.

In grades K-3 the regular school uniform is worn for PE classes. If girls wear jumpers or skirts on PE days, they must wear a pair of shorts under their jumper or skirt.

Students in grades K-3 must have a pair of shoes to be worn for PE 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 PE class.

*Students without a PE 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 PE uniform should wear solid blue or navy athletic shorts with a plain blue or navy t-shirt.**

Students are not to wear shorts from sports teams as gym shorts. (e.g. Volleyball shorts)

OUT OF UNIFORM DAYS/DRESS DOWN DAYS REQUIREMENTS

- Students are expected to be neat and clean when in casual clothes. They are expected to display Christian values at all times, in their choice of personal appearance as well as their behavior.
- Clothing is to be modest, dignified, and appropriately suited to school activities and the weather. Students should always come prepared for indoor and outdoor temperatures.
- Pajamas/pajama pants are not permitted.
- Articles of clothing that display profanity, products or slogans that promote alcohol, drugs, sexuality, or indecency are not permitted.
- Spaghetti straps, midriff-revealing shirts, and open-back tops are not permitted. Shirts that are considered undergarments are not permitted when worn as an outer layer. If sleeveless shirts are worn, they must not reveal the chest or bra.
- Ripped jeans are not permitted. Shorts should have a minimum 5-inch inseam. Leggings/yoga pants may only be worn if the hips and backside are fully covered by a longer top or an appropriate skirt.
- Crocs, slippers, and flip flops are not permitted. Students must wear closed-toe shoes.
- No rolling of skirt/short waistbands.
- Clear or pale pink nail polish is acceptable only. For safety purposes, fake nails are not allowed.
- Natural color make-up only, modestly applied, is a privilege of 6th-8th grade students only.

SPARTAN SPIRIT DAYS

Students are expected to be neat and clean when in casual clothes. They are expected to display Christian values at all times, in their choice of personal appearance as well as their behavior.

- Clothing is to be modest, dignified, and appropriately suited to school activities and the weather. Students should always come prepared for indoor and outdoor temperatures.
- Plain blue or white shirts, pants, and socks can be worn.
- Students may add blue and white “spirit wear” purchased through the official school vendor, The Uniform Guy.
- Blue and/or white nail polish is permitted. For safety purposes, fake nails are not allowed.
- SPS buttons, ribbons, and hair ties are permitted.
- Pajamas/pajama pants are not permitted.
- Articles of clothing that display profanity, products or slogans that promote alcohol, drugs, sexuality, or indecency are not permitted.
- Spaghetti straps, midriff-revealing shirts, and open-back tops are not permitted. Shirts that are considered undergarments are not permitted when worn as an outer layer. If sleeveless shirts are worn, they must not reveal the chest or bra.
- Ripped jeans are not permitted. Shorts should have a minimum 5-inch inseam. Leggings/yoga pants may only be worn if the hips and backside are fully covered by a longer top or an appropriate skirt.
- Crocs, slippers, and flip flops are not permitted. Students must wear closed-toe shoes.
- No rolling of skirt/short waistbands.
- Natural color make-up only, modestly applied, is a privilege of 6th-8th grade students only.

Athletic Wear Policy

Athletic/Spirit wear will be permitted during the school day by the Athletic Committee in conjunction with the School's Administration. The standard will be for all athletic games that are played that day, or for a Friday if games are played on the weekend. Only the 7th and 8th graders are permitted to participate these

days, unless special dispensation is given by the Athletic Committee and/or School Administration. This applies to St. Paul student-athletes, regardless if they play on a SPS or a Western sponsored athletic team. No student-athletes that participate in non-sanctioned school sports, i.e. public-school teams, CYO teams, or intramural teams, are allowed to wear that sport apparel.

The dress code for these days will be that the "top" of the student-athlete will be a jersey/sport specific shirt that complies with what would typically meet the school's dress down requirements, i.e. SLEEVED SHIRTS must be worn under a jersey that would normally allow bare arms. The "bottom" of the student-athlete must comply with the school's REGULAR dress code, i.e. they must be in School approved uniform bottoms: khakis, skirts, etc... This is not a "Dress Down Day" for our student-athletes. On days with SCHOOL MASS, NO ATHLETIC APPAREL MAY BE WORN. Student-athletes may choose to change into their jerseys/sport specific shirts after Mass that day, but must comply with the school's uniform policy for that day for Mass. A regulation shirt with the collar visible must be worn under any jersey.

This is a privilege for our student-athletes and may be taken away for any reason by the Athletic Committee and/or School Administration; notice will be given to the coaches if this is the case. Any student-athlete that does not comply with these standards will be considered "out of uniform" and the School will take the appropriate actions per the School's handbook.

Consequences of not following the Uniform Dress Code Policies

Any student not following the Uniform Dress Code may borrow clothes from the school office, if available, or may need to contact their parents/guardians in order to have the appropriate items brought to school. If a student does not own the appropriate uniform items, the family can purchase them from our uniform vendor where many items are kept in stock or contact the Home and School used uniform coordinators. Please inform the child's homeroom teacher if a uniform item is on backorder.

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 candy to school or classes
- Toys, iPods, tablets, electronic games, cell phones, or Apple watches
- All of these materials will be confiscated and returned only to the parent of the student.

LUNCH/RECESS REGULATIONS

During the lunchtime 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 once a year. No milk is sold on a day-to-day basis.

Hot lunches are served in the church social hall every school day 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 healthy food and drinks for lunch. Drinks high in sugar and caffeine are discouraged.

HEALTH AND SAFETY

The goal of school health services is to keep the students and staff healthy and safe and in the classroom. The Emergency Medical Authorization for is due by the 15th day of school or exclusion of that student will apply.

Students without health and immunization reports will be excluded after the 15th day of school.

The school nurse and 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.

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. The goal of school health services is to keep the students and staff healthy and safe.

SAINT PAUL SCHOOL PEANUT POLICY

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

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. A parent, staff member, or those listed on 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 have 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, communicable diseases, and vomiting 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. The ill student may not return to school until vomiting, fever (without fever reducing medication) has ceased for 24 hours. If a student returns ill prior to the 24 hour policy, a parent will be called to pick up the student.

HEALTH AND ACCIDENT PROCEDURES

Saint Paul School is staffed by a part time 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. The emergency authorization form is due by the 15th day of school or exclusion of that student will apply. 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. Students without health and immunization reports will be excluded after the 15th day of school. 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 (including vomiting and diarrhea) and fever free (without fever reducing medication) 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. Parents should have students picked up as soon as possible (preferably within 30 minutes). Students cannot dismiss themselves by calling home and an ill child may not go home alone. The student may return when he or she has been fever free without medication and vomiting has ceased for 24 hours.

MEDICATIONS

Saint 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 must be obtained from the school office to be signed by the parents and physician requesting prescription 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 medication form signed by a parent or guardian. Non-prescription drugs such as Advil, Tylenol, and cough drops MUST BE IN THE ORIGINAL CONTAINER.

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

When a student is required to take prescription 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 medication. Forms will be supplied by the school or found on the school website and returned to the school nurse. The medication (in original container) and signed permission forms should 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.

NONPRESCRIPTION MEDICATIONS

Nonprescription medications such as Advil, Tylenol, and cough drops may NOT be administered by school personnel without a medication form signed by a parent or guardian. All medication should be in its original container.

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 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 pharmacy. Medicine not in the original container will not be dispensed.

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

On prescription bottle:

- Full name of the student
- Name of the medication
- Dosage and time intervals for administration
- Name of the physician (required for prescription drug only)

On the permission form:

- Possible side effects, and severe reactions
- 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.

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

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 school nurse. The completed form will be submitted to the superintendent for approval. A new form for exemption must be completed each school year. 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, and be free of all nits/lice before returning to school.

- 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 recheck students two weeks after readmission to school.

PROCUREMENT AND USE OF ASTHMA INHALERS IN EMERGENCY SITUATIONS

In accordance with State law, the Board of Education shall procure Asthma Inhalers for use in emergency situations. An Asthma Inhaler is a device that delivers medication to alleviate asthmatic symptoms, is manufactured in the form of a metered dose inhaler or dry powder inhaler, and may include a spacer, holding chamber, or other device that attaches to the inhaler and is used to improve the delivery of the medication. St. Paul School shall adopt a policy and procedures, alternatively termed "Administrative Guidelines," governing the maintenance and use of Asthma Inhalers. The School shall consult with a licensed health professional who is authorized to prescribe drugs ("Prescriber") when developing policy/administrative guidelines.

The administrative guidelines shall:

- A. include a prescriber-issued protocol specifying definitive orders for Asthma Inhalers, including the dosages of medication to be administered through the Asthma Inhalers, the number of times that each Inhaler may be used before disposal, and the methods of disposal;
- B. identify the location(s) in each school building where the Asthma Inhalers shall be stored;
- C. specify the conditions under which Asthma Inhalers must be stored, replaced, and disposed of;
- D. specify the individuals employed by or under contract with the Board, in addition to a licensed school nurse and licensed athletic trainer, who may access and use Asthma Inhalers to provide a dosage of medication to individuals in an emergency situations;
- E. specify the training that Board employees or contractors (besides school nurses or athletic trainers) must complete before being authorized to access and use Asthma Inhalers;
- F. identify the emergency situations, including when an individual exhibits signs and symptoms of asthma, in which a school nurse, athletic trainer, or other trained employee/contractor may access and use an Asthma Inhaler;
- G. specify that assistance from an emergency medical service provider (911) must be requested immediately after an employee/contractor (besides a school nurse, athletic trainer or another licensed health professional) uses an Asthma Inhaler; and
- H. specify individuals, in addition to students, employees, contractors, and visitors, to whom a dosage of medication may be administered through an Asthma Inhaler in an emergency situation.

St. Paul School shall endeavor to maintain at least two (2) Asthma Inhalers in their building. In procuring Asthma Inhalers, the Board will accept donations of Asthma Inhalers from wholesale distributors of dangerous drugs or manufacturers of dangerous drugs, as well as donations of money from any person to purchase Asthma Inhalers. St. Paul School shall report to the Ohio Department of Education ("ODE"), in the form and manner determined by ODE, each procurement of Asthma Inhalers and each occurrence in which an Inhaler is used from its supply.

In order to allow the use of an Asthma Inhaler in an emergency situation pursuant to this Policy and AG 5330.03, the School shall obtain a standing order or protocol from an authorized prescriber, in order to administer dosages of medication through the Asthma Inhalers from their supply, including the number of times each Inhaler may be used before disposal, and the methods of disposal.

In accordance with Ohio law, the Board, and its members, employees and contractors shall not be liable in a civil action for damages resulting from injuries arising from acts or omissions associated with procuring, maintaining, accessing, or using Asthma Inhalers in emergency situations as prescribed by this policy and AG 5330.03, unless the act or omission constitutes willful or wanton misconduct.

STUDENT SAFETY

BUILDING SECURITY

Priority is given to safety and security for Saint Paul students. Many preventative security measures are in place in 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 code.

Parents and visitors are required to sign in and out at the main office, must show a valid driver's license, and are issued a visitor's badge to wear before proceeding to any of the buildings at Saint 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. Classroom doors are locked and closed at all times. Students should never open an outside door for anyone or for any reason.

FINGERPRINTING FOR VOLUNTEERS

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, "Treasured Gifts from God," as well as, sign authorization and verification paperwork. All paperwork must be on file prior to volunteering. Parents who have not completed the above will not be allowed to chaperone field trips, attend classroom parties, or act as a classroom helper in any capacity.

FIRE/TORNADO/LOCKDOWN/RAPID DISMISSAL EMERGENCY DRILLS

Throughout the school year 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.