

St. Paul School Student/Parent Handbook & Policy Manual Diocese of Youngstown



SAINT PAUL SCHOOL

IN OUR SECOND CENTURY OF CATHOLIC EDUCATION

Accredited by the OCSAA

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2023-2024



Educating the Mind, Body and Spirit

JACQUELINE MUMFORD
PRINCIPAL

September 27, 2023

Dear Saint Paul Parents/Guardians,

I am honored that you chose Saint Paul School to help educate your child. Saint Paul School has a proud tradition of educating students from the families of Saint Paul Parish and the surrounding parishes and communities since 1904. We are a school that educates the mind, body and spirit of each child in the Catholic tradition.

The policies found in this handbook are related to the traditions, purpose or philosophy of a Catholic school. I trust that you and your child(ren) will read this handbook thoroughly and refer to it often to become familiar with the policies of the Diocese of Youngstown and of Saint Paul School. They have been created with the wisdom of diocesan and school personnel. The policies contained in this handbook are written from the guidelines provided by the Diocese of Youngstown Policy Manual which is on file in the Principal's office.

I am looking forward to a long-term relationship with you as we commit together to bring the best education to each student in the school. May God bless us and our mutual endeavors to educate your child(ren).

Sincerely,

Jacqueline Mumford

St. Paul School Mission Statement

Saint Paul School is Roman Catholic Parish school in the Diocese of Youngstown offering preschool to seventh grade. Acknowledging the family's role as the primary educators of their children, Saint Paul School works to educate the mind, body, and spirit of each child. Saint Paul School is committed to promoting and continuing the Catholic faith tradition to all families by proclaiming gospel values, building faith communities, and performing service to other just as the school has done since 1904.

All required forms, guidelines and reports can be found in the St. Paul Form Manual which is located in the Principal's office.

St. Paul School Student/Parent Handbook & Policy Manual

Diocese of Youngstown

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PHILOSOPHY OF EDUCATION / MISSION STATEMENT

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 which meets the religious, academic, personal, and social needs of children.

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.

SCHOOL MISSION STATEMENT/PHILOSOPHY

Saint Paul School is a Roman Catholic Parish school in the Diocese of Youngstown offering preschool to seventh grades. Acknowledging the family's role as the primary educators of their children, Saint Paul School works to educate the mind, body and spirit of each child. Saint Paul School is committed to promoting and continuing the Catholic faith tradition to all families by proclaiming gospel values, building faith communities, and performing service to other just as the school has done since 1904.

- We believe the purpose of a Catholic education is to provide a religious foundation of Catholic Christian values and beliefs, and to prepare all students for a successful life in society by developing their full potential academically, physically and socially.
- We believe all school stakeholders must engage in a collaborative effort to share their time and talents by participating in school, parish and outreach activities.
- We believe all stakeholders must have a vision of education based on best practices which allows for the improvement of instruction and the school environment.
- We believe active participation at liturgies, prayer services, retreats and individual classroom prayer and activities promote and continue the Catholic faith tradition.
- We believe all students must be continually challenged to reach their maximum potential in all ways of development.

- We believe curriculum must provide instructional objectives aligned with the standards of the Diocese of Youngstown and the State of Ohio.
- We believe in the ability to enhance our students' education by providing rich learning opportunities that promote use of essential skills such as 21st century skills.
- We believe in a student centered learning culture where the children will be able to own their educational experience through a variety of learning opportunities.

PARENTAL ROLE

The Catholic Church recognizes that the primary responsibility for the education of the children belong to parents. The Catholic school exists to assist parents in the Christian formation of their children. The greatest single factor in building a child's intellectual, cultural, and moral and spiritual attitude is the example a parent provides in the home.

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:

- Modeling and supporting their children's practice of the Catholic Faith, including attendance at weekend liturgies.
- Supporting the school's mission and commitment to Christian principles.
- Remaining informed about and involved in the religious instruction of their children.
- Supporting school policy and the authority of the administration and teachers.
- Encouraging their child to complete all assignments and provide homework support.
- Insisting that their children obey the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding criticism of teachers and school policies outside of the proper channels.
- Following the policies and procedures stated in the handbook.
- Paying all fees and tuition on time.
- Reimbursing any property destroyed (accidentally or intentionally.)
- Being an active member of the school and parish community.
- Signing and returning the handbook verification form and other paperwork necessary for their child's attendance and participation in school programs and activities.

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that may arise, the faculty and administration

reserve the right to address and to take appropriate action for any such situation not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown, or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be amended or modified by the school at any time after reasonable notice to the parents/students of the effective date of any changes. Changes may be communication in a separate communication or as a part of the regular school newsletter. Any section heading in the handbook is 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 outline in this handbook and that they agree to abide by this handbook. Signing the annual enrollment/tuition agreement indicates that the family intends to abide by all provisions in this handbook. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing to enroll) in the school.

NONDISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and

education programs of the school.

- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal cocurricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

CLASS SIZE POLICY

Saint Paul School class sizes for Grade K-7 will be determined annually based on health and safety factors. A waiting list will be maintained on the basis of the admission policy of the school.

SPIRITUAL DEVELOPMENT

FAITH EXPERIENCE

The religion program is built upon the conviction that it is within the family that the child's faith-life must be nurtured if it is to grow.

Every effort is made to make the teaching of Religion meaningful in daily living and something that teacher, parents, parish priest, and children work at together.

Parents are to take an active part in the religious development of their children through:

- daily family prayer
- Sunday worship
- sacramental meetings
- reception of the sacraments
- personal example

Children have the opportunity for the religious experience by assisting at Mass as

- altar servers (boys and girls in grades 3 – 7)
- lectors
- choir members (boys and girls in grades 4 – 7)
- receiving sacraments of Reconciliation and First Communion
- preparing and conducting other opportunities for prayer
- ushers when applicable

The celebration of the Liturgy is an important part of the religious education program at Saint Paul School. Ordinarily, students and staff gather weekly, on Holy Days, and other significant occasions, to participate in the celebration of the Liturgy. Parents/ guardians are invited to join the students and faculty in prayer.

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.

The school follows the diocesan course of study which is created from Ohio's Learning Standards which include the following subjects: Religion, Reading, Language Arts (English, Spelling), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library.

St. Paul School (SPS) was designated an Ohio STEM school in 2020. We offer an integrated and immersive STEM learning ecosystem for grades PK-7. We cultivate an inquiry-based, inclusive culture of STEM learning for all stakeholders. Our STREAM program (Science, Technology, Religion, Engineering, Arts, and Mathematics) focus employs a multi-faceted system of individualized and collaborative learning opportunities aligned to diocesan, state, national, and international content standards and best-practices. We are proud to be a 2019 Thomas Edison Award recipient. Our STEM curriculum focuses on problem-based, hands-on/Makerspace learning activities and Habits of Mind where students collaborate in a variety of ways to cultivate 21st century skills.

Curriculum includes not only subject areas but all of the experiences planned and guided by the school for the benefit of the student. Instruction is the implementation and energizing of that curriculum for the individual student. A variety of instructional methods are used in order to maintain interest and meet individual student needs.

PHYSICAL EDUCATION GUIDELINES

The purpose of physical education class is to develop motor skills, coordination, improve health and fitness as well as promote sportsmanship and teamwork. The following guidelines are designed to achieve that purpose. Parents of students in Kindergarten thru Second Grade may purchase the gym uniform and wear them to school on gym days.

Kindergarten, First, and Second Grade: The students are to wear rubber-soled tennis shoes for gym class. Kindergarten thru Second Grade students do not need to change clothes for gym class. If a girl wears a skirt or dress, she should wear shorts underneath.

Grades Three-Six: It is mandatory for children in grades 3-7 to change into the gym uniform which includes a change of shirt and shorts/sweatpants. The school provides the opportunity for parents to purchase a gym outfit that consists of a navy, white or gray T-shirt and cotton gym shorts of modest length or pants. They will be identified as St. Paul School Panthers.

Parents who do not wish to purchase a gym uniform need to provide a plain navy, white or gray crew-neck T-Shirt and navy gym shorts of modest length or navy sweat pants. White socks and gym shoes need to be worn in gym class. Physical Education assessments are based on participation, cooperation, conduct, sportsmanship, and dress. If a student cannot participate in Physical Education class, please send a written note of explanation. For any special health consideration, a doctor's note should be sent to the school office.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Saint Paul School has adopted the following textbooks in grades K-7 to assist in the instruction of the Course of Study of the Diocese of Youngstown:

Subject	Title	Publisher	Copyright
Religion	Blest Are We Roman Missal	RCL Benzinger	2017 (K-6)
Health	Health and Wellness	Macmillan/McGraw-Hill	2008 (K-6)
English	Wonders	McGraw-Hill	2020 (K-6)
ELA	Wit and Wisdom	Wit and Wisdom	2021 (7-8)
SoR	Phonemic Awareness	Heggerty	2020 (K-8)
Handwriting	Handwriting	Zaner Bloser	2015 (K--6)
Math	Envision	Savvas	2020 (K-6)
Math	Reveal Pre-Algebra	McGraw-Hill	2020 (7-8)
Music	Share the Music	McGraw Hill	2000 (K-6)
Science	Science Fusion	Houghton-Mifflin Harcourt	2017 (K-2&7)
Science	Ohio Standards-Based	Online (google)	2022 (3-6)
Social Studies	Social Studies	Gallopade	2019

TECHNOLOGY

St. Paul School is a 1:1 school, whereas each student has his/her own Chromebook device issued for us in school. 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:

1. No student may use the Internet unless the school has a signed Technology Agreement which from the student, the student's parent, and the teacher sponsor. This agreement must be completed annually. See Appendix A.
2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
3. 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.
4. 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.
5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. 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.

7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
8. There shall be no links from the school home page to a student's personal home page.
9. 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.

Technology agreements must be signed annually. Please refer to Appendix A: Student Technology and Internet Acceptable Use Policy (CI-30) and St. Paul School Technology 1:1 Agreement.

TESTING

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

TESTING PROGRAMS

- Students in grade five will take the ARK assessments.
- Students in grades two and four will take the Cognitive Abilities Test (CogAT).
- Students in Grades K-7 will take NWEA MAP Growth, MAP Fluency, and MAP dyslexia screener, as appropriate.
- Kindergarten Readiness Assessment (KRA) provided by the Ohio Department of Education
- Students awarded an Ohio Ed Choice scholarship may also be administered the state AIR test.

ONGOING ASSESSMENT AND INTERVENTION

Student assessment is any means by which a teacher can measure and evaluate student progress. Ongoing assessment is an essential part of the learning process. It is through the instruction-assessment cycle that students can have their needs quickly identified and addressed through appropriate intervention. Intervention means alternative supplemental action designed to remediate, reinforce, or support student learning.

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.

Because daily assignments are an extension or a reinforcement of class work, homework may be assigned when necessary. It provides review and practice as well as additional time to develop mastery. Ordinarily homework assignments are to be completed by the student. A “work” environment is needed as well as those materials and supplies that facilitate completion of the work assigned. Assignment notebooks are provided for purchase and recommended to be used as students develop responsibility for homework.

When a student is absent, they will be granted the number of days missed to complete the work that was missed. If the child has a contagious disease such as flu, strep, impetigo, bronchitis, etc. books/materials are not sent home until (s)he is over the contagious stage. Example: IF a child misses 2 days of school, they will have 2 days upon their return to school to complete the missed assignments.

If it becomes impossible for a student to complete homework, parents/guardians should write a note to the teacher explaining the situation. Unless a parent note is provided, students should come to class with assigned homework and materials needed.

Failure to complete homework assignments may result in the student discipline report, grade impacts, and/or a parent-teacher conference.

PARENT-TEACHER COMMUNICATION

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Every Teacher has a professional email that parents can use to contact the teachers.

Parents are able to schedule a conference at any time during 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 are scheduled two times a year. It is expected that every parent attend the fall Parent-Teacher Conferences and conferences are also conducted in the spring.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher observation, daily work, teacher prepared assessments (to include but not be limited to projects, portfolios, and other means of assessment).

The purpose of report cards is to inform the parents and present to them an assessment of their child's achievement in his/her academic studies.

Progress reports are ways of communicating student achievement on standards covered for that period.

We have adopted standard based report cards for grades K-3. Aligned with common core state standards and model curriculum from the state of Ohio, as well as, the diocese standards for health and religion.

The established grading scale is:

- 3 Mastered: Student meets or exceeds the grade-level standard expectation for the term with consistent success, accuracy and independence.
- 2 Developing: Student is progressing toward the grade-level standard expectation for the term and applies skills with increasing success. Accuracy, quality, and level of support needed varies.
- 1 Not yet developed: Student is showing limited evidence and progress toward meeting the grade-level standard expectation even with guidance and support.
- 0 No evidence due to attendance
- Blank Has not been assessed this grading period

Grades 4-7 will be using points/percentages to compute letter grades. Families may check their students' progress on assignments through FACTS. Teachers will communicate assignments through the students' academic planners, Google Classroom, or email to parents.

The report card for grades 4-8 has a space for an achievement grade for all courses and, under each course, spaces for recording progress on the strands or domains derived from the Ohio Learning Standards or the DOY Curriculum for Catechesis. The following are the required practices:

• The established grading scale is:

- A 93-100
- B 85-92
- C 75-84
- D 67-74
- F 66-0

- The grading scale must be followed as written and all courses receive a composite letter grade. Percentages are NOT to be recorded on the report card.
- In addition to the course composite grade, progress on the standards under the courses are to receive a plus (+) or minus (-).

The established key is:

- + Meets or exceeds expectation

- Developing

Blank indicates that the strand or domain was not adequately assessed during the term.

- There is space for both teacher and parent comments on the report card.

ONLINE GRADES

Grades and attendance information is available to parents online. This feature allows you another avenue with which to view and stay current with your child's progress. This does not take away the responsibility to monitor paperwork and assignments that come home. A grade is only an overall summary and does not give the complete picture of student learning. Learning and education are so much more than a grade. All of us must be careful not to reduce education to "What grade did I get?"

When you view attendance, all absences and tardies will appear regardless of the reason.

The handbook policies for attendance awards are still in effect.

Please continue to communicate with your child's teacher about questions and

concerns. Note: Access to grades online will reflect current school policy on tuition and fees.

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.
- 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.

ADMINISTRATIVE PROCEDURES

ADMISSIONS

Diocese of Youngstown Office of Catholic Schools Administrative Policies and Procedures

I. Policy A. The Diocese of Youngstown operates a diocesan school system which provides

Catholic education to students from preschool through twelfth grade. Our Catholic schools are a ministry of the church and a part of her evangelizing mission. Thus, schools are to give special attention to recruiting and serving the needs of Catholic children as well as non-Catholic children whose families want a faith-based education for their children.

- B. According to Ohio State Law and Diocese of Youngstown policy, students who are five years old by September 30 qualify for kindergarten. (See Accelerated Learning Policy for information about early admission.)
- C. Catholic elementary students should attend either their own parish school or, if their parish has no school, the Catholic school which is nearest their home or the Catholic school that could best provide for individual needs. Registrants for a diocesan secondary school will be accepted from the eighth grades of Catholic elementary and local public schools. Non-Catholic students open to Catholic Christian values and traditions are also welcome at DOY schools.
- D. Only the Catholic high school in the boundary area in which an elementary school is located is given the opportunity to visit the Catholic elementary eighth graders for the purpose of direct marketing and registering for high school.
- E. Schools are required to have defined admission policies and procedures based on Diocesan policy published in the Family Handbook.
- F. The sexual identity of students enrolled in Catholic schools shall be within accordance to the student's biological sex, as determined by an original state-issued birth certificate (or an official copy thereof). All students and families admitted into Catholic schools will be treated with respect and compassion.
- G. An exit interview will be conducted with parents of all students who transfer and an exit card will be completed. Copies of the exit cards and enrollment analysis will be sent to the Office of Catholic Schools.

II. Procedures/Guidelines

- A. Admission and/or acceptance to the school and/or re-registration to the school is contingent upon receipt of all required documents and is subject to satisfaction of the admission and/or reregistration mandate set forth in Section J herein. • Completed application (registration) form: It is required that a school use the diocesan application form. (See Diocese of Youngstown Application Form.) If an online application for submission is created for school use, it must have the DOY logo as well as all of the information required on the DOY student application form. A school may add its own logo to the application as well.

- Birth certificate: The official birth certificate presented shall be copied and the copy placed in the student's file. • Baptismal record (if applicable) • Copies of records from previous schools of student attendance (includes home-schooled students) • Immunization record: No child shall be admitted to school unless he/she has been immunized. Proper documentation of legal exception for bona fide religious tenets or other permissible reasons must be presented and kept on file. (See Immunization Exemption Form.) Only the Superintendent of Schools can make exceptions as to proper documentation and permissible reasons. An original copy of the immunization record must be placed in the student's folder. • Custodial family information (where applicable): Information concerning the specific legal arrangements of the student's custodial and noncustodial parents and/or guardian must also be submitted. The documents submitted must be appropriately signed

and court certified. • Student's emergency medical authorization • INS documentation (if applicable) (See policy on Foreign Students.) • Tuition agreement form: (See policy on Tuition.)

- B. A school should have an admissions team who coordinates all recruiting and registration procedures and guarantees that families have consistent contact with the school from the first admission contact through the beginning of the students' actual enrollment and school attendance.
- C. Before an admission decision is made, the principal or principal designee should conduct an interview with the parent(s) and prospective student. Admission decisions of students to a Catholic school are made on a case by case basis. A student may be admitted on a probationary basis if concerns exist. If a student is admitted on a probationary basis, a contract stating the terms shall be developed and signed by both the administrator and the parent (and student if applicable).
- D. School admission procedures shall include the following: 1. Submission of required paperwork. The "Pre-Admission Survey" may be a required form with the application form for students entering above kindergarten as long as it is a part of every routine admission paperwork. 2. Meeting/ interview with the prospective parents/ student to provide school information, answer questions, and ascertain agreement to follow the school policies, procedures, and expectations. 3. In addition to the basic admission documents listed above, students entering in a grade above kindergarten shall also produce any student IEP or accommodations plan, as well as previous report cards with conduct history and standardized test scores. 4. For students entering a school in grades 7-12 from a public school, a teacher recommendation may be required. Written policies and procedures must be followed consistently.
- E. If questions arise with regard to the birth certificate or custody, the principal shall notify the law enforcement agency (child protective services) in the area in which the student resides of the possibility that the student may be a missing child.
- F. Catholic schools shall 1. Require that participation on/in school athletic teams and all school-sponsored extra-curricular activities, where applicable (i.e. school dances) be in accordance with the person's biological sex. 2. Require that the use of names and pronouns be in accordance with the person's biological sex. 3. Designate Catholic sex education, school and athletic uniforms and appropriate dress, bathrooms, locker rooms, showers and sleeping accommodations on trips to biological sex. 4. Maintain names in school records according to the student's biological sex. 5. Provide reasonable accommodations to a private bathroom for use by any student who desires increased privacy. 6. In the case of a specific request, the school can consider in a compassionate way, on a case-by case basis, the physical and psychological needs of a student based on the following questions: • What is the specific request of the student and/or parent? • Is the request in keeping with the teaching of the Catholic Church? • Is the school reasonably able to accommodate the request?
- G. Registrants for elementary school will be accepted in the following order before March 15th IF space availability is deemed to be an issue. After March 15th, students may be accepted on a first come first served basis : 1. Students of registered participating parishioners whose parish(es) provide the elementary school. 2. Students of parishioners whose parish does not provide a Catholic elementary school. 3. Non-Catholic students on a space available basis.

- I. Annually, parents are to complete the family Tuition Agreement. Admission is a one-year commitment. In addition to the annual tuition agreement form, the following must be on file for each child. • Emergency medical authorization • Immunization and medical information • Internet use permission • Updated custody information • Media release/ permission to publish • Annual Agreement to Follow School Policy (Recommended to be embedded into the annual tuition agreement.)
- J. Student Transfers/Withdrawals
1. Elementary students will be permitted to transfer from one Catholic school to another Catholic school for the following reasons: a. Change of residence of the student's parent(s); b. Provision for a student who has special academic or social needs; or c. Change of parish membership of student's parents. d. Principals are expected to confer with each other. The approval of both principals is required. A decision will be made by the Superintendent of Schools if both principals do not agree. e. Students whose financial obligations are not met at the previous school will not be admitted to another Diocesan school until the outstanding balance is paid in full, or acceptable payment arrangements are made with the previous school.
 2. Secondary students will be permitted to transfer from one Catholic high school to another Catholic high school for the following reasons: a. Change of residence of the student's parent(s). b. Provision for a student who has special academic or social needs. c. Principals are expected to confer with each other. The approval of both principals is required. A decision will be made by the Superintendent of Schools if both principals do not agree. d. Students whose financial obligations are not met at the previous school will not be admitted to another Diocesan school until the outstanding balance is paid in full, or acceptable payment arrangements are made with the previous school.
 3. Priority for keeping a family in Catholic education is to be considered in transfer decisions.
 4. Students transferring from a local public school to a Catholic elementary or secondary school will be permitted when the school's admission policies are followed.
 5. When public school teachers strike, Catholic schools located in and around that public school district must not accept any transfer students from that public school during the duration of the strike. When the strike is over, public school students may be accepted at the normal entry times at the beginning of each semester or at other times if pastorally and educationally appropriate.
- Exceptions to this directive may only be made by the Superintendent in consultation with the principal.
6. Principals are required by law to notify the local public school upon the entrance or transfer of a student from a public school. Official records shall be requested from the former school district or school. Upon registration, the parent shall sign a record release form, and the school should mail that request to the school from which the student is transferring. (See Record Release form)
 7. Until all official records and all required documents are received and the admission/ enrollment mandate of section J herein is satisfied, an individual student is not officially admitted/ enrolled in the school. The student may attend classes and be recorded in the attendance register. When the proper documents are received and the admission/ enrollment mandate of Section J herein is satisfied, the student shall be officially admitted/ enrolled effective as of the date he/she first attended classes at the school. The admission/ enrollment of any individual at the school as a student is expressly subject to satisfaction of the admission/ enrollment mandate set forth in Section J herein.

8. If a student comes to the school without any record of the previous school attended, careful inquiry shall be made before admitting the student (refer to provisions of Missing Child Act).
 9. Refer to the policy on Home-Schooling for information on enrolling students who have been previously home-schooled.
 - K. As to any and all individuals, whether individuals are attending an elementary school and /or a secondary school and/ or a secondary school, no individual shall be officially admitted/ enrolled and/ or re-registered in any elementary school and/or secondary school and there shall not be any contract, agreement, and/or equitable reliance by any individual in favor of admission/ enrollment and/ or registration at any school until such time as the principal of the school signs the admission/ enrollment and/ or re-registration terms set forth by the school. Once the Principal has signed the document, then the admission/ enrollment or re-re-registration of the individual as a student of the school shall be effective as of the date he/she first attended classes. Note: a school may choose to have the pastor or president also sign the annual agreement. The tuition agreement form may serve as this agreement. (see Tuition Policy).
 - L. The decision of the superintendent is final in matters of question or dispute.
- III. Links and Supporting Documents
- A. Forms: DOY Application Form, Immunization Exemption Form, Record Release Form, Emergency Medical Authorization, Internet Usage Form, Custody Form, Media Release/ Permission to Publish, DOY Exit Survey, Pre-Admission Survey
 - B. Related Policies: Preschool, Accelerated Learning Policy, Immunization, Tuition Agreements, Foreign Students, Home-Schooling, Tuition, School and Student Records, Student Activities and Extra-Curriculars
 - C. Missing Child Act <http://children-laws.laws.com/child-abduction/abduction-legislativereforms/missing-children-act-of-1982>
 - D. Resources: Catechetical Statement from Ohio Bishops on Transgender Students in Catholic Schools, OHSAA Handbook

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

“Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce.” (Ohio Department of Education)

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student’s parent(s)/guardian(s).

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

1. The parent(s) should phone the school by giving the reason and the approximate length of absence.
2. A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented to the teacher upon a student's return to school.
3. 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 as recommended by the Office of Catholic Schools.
4. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.
5. Should a student arrive to school after the tardy bell (8:30am), a parent or guardian must accompany the student to the office to sign in using the kiosk.
6. Leaving school for an unexcused absence after 1PM will result in a reverse tardy.

Leaving School

Requests for early release of students are discouraged, but may be granted by the principal or a delegated person. Medical and dental appointments should be arranged after school hours or during vacation periods. Procedures for release of students are listed below under "Release of Students"

Release of students

Requests for early release of students are discouraged, but may be granted by the principal or a delegated person. Medical and dental appointments should be arranged after school hours or during vacation periods. If this is not possible, a student may be dismissed from school according to the following procedure:

- A note from the parent must be presented to the homeroom teacher on the morning of the appointment explaining the reason for early dismissal.
- Parent must sign student out in the office before picking them up in the classroom.
- The parent must sign in at the office when returning the child to school.
- Absence will be counted as an excused absence for the reasonable amount of time necessary for the appointment when an appointment form from the physician or dentist is presented to the school office.

ATTENDANCE/TARDINESS REPORTING PROCEDURES

Absence

Parents are required to call the school office (330-337-3451) before 8:30 a.m. to report a student absent. If your child will be absent for more than one day, please indicate this when calling. If a call has not been received by 10:00 a.m., the school must attempt to contact the parent and keep a written record of the phone calls.

Excused absences

Excused absences are defined as: personal illness, illness in the family, quarantine in the home, death of a relative and family emergency. Other types of absences must be discussed with the principal. Parental discretion shall be respected unless the student's absenteeism becomes excessive. The responsibility for make-up work rests with the student and the parent.

Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. When the student returns, make up work will be given and the number of days missed will be allotted to complete make up work. The responsibility for such make up work belongs to the parent(s) and student.

Tardiness

Students are considered tardy when they are not seated at the 8:30 bell. Students who arrive late must be accompanied to the main doors by a parent to sign in, state reason for tardiness, and be signed in by the secretary. The secretary will note the tardy on FACTS and send the student to class. It is a parental responsibility to see that children are on time for school.

Excessive tardiness will be handled on an individual basis.

Leaving school for an unexcused absence after 1PM will result in a reverse tardy.

Medical excuses

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat and head lice. When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours. If a child has had a throat culture one day, he/she should be kept home until the results of the culture are known.

Students showing symptoms of a communicable disease shall be dismissed from school by the principal. Before doing this, the parent(s)/guardian(s), will be notified and also the public health department if this is appropriate and/or required.

Extended Vacations

Parents who wish to take their children out of school for several days because of family activities should present the request in writing to the principal at least 5 days prior to the vacation. Realizing that classroom learning experiences are difficult or impossible to make up, the teachers and principal will determine the expectations and completion date for make-up work. The responsibility for such work belongs to the parent(s) and the student. Students should not expect to receive assignments in advance. If assignments are given in advance, students are expected to have work completed. If assignments are not given in advance, the student has the number of days missed upon return to complete all assignments missed during their absence.

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. Academic 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).

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Saint Paul School will be offering the School Breakfast Program and Lunch program again this year. Lunch can be purchased **for \$2.75**, which includes milk. If your child is allergic to milk, orange juice may be substituted with a note from doctor showing allergy. Milk will be available for individual purchase at a price of **\$.40**. Lunch orders will be placed through the FACTS Family

Portal and paid for electronically.

Breakfast will be provided for students from 7:50-8:10 every day. Breakfast may be paid for on a daily basis. The price for breakfast is **\$1.50** and consists of bread or bread alternative, meat or meat alternative, fruit and/or vegetable, and milk. **A 5 for \$5.00 breakfast is offered if breakfast is purchased 5 times in one week.** Monthly breakfast and lunch menus are available to view on the FACTS Family Portal.

Forms to apply for free or reduced lunches will be sent with the oldest child on the first day of school. All Families are strongly encouraged to apply. Our school's federal funding takes in account the number of families eligible for free and reduced lunches even if you opt not to take advantage of the program. All applications are strictly confidential and only the Principal and Food Service manager know the information. If you qualified for free or reduced Breakfast and Lunch last year you are eligible this year for the first 30 days.

ARRIVAL AND DISMISSAL

ARRIVAL

Student drop-off will be between 8:15 and 8:30 a.m. Students will proceed directly to the classroom to begin morning work. Students participating in our breakfast program may obtain food in the cafeteria between 8:15-8:30.

- Bus Riders will be dropped off at the front office doors facing State Street.
- Car Riders with last names A-K, will enter the parking lot off of Ohio Avenue and will enter the building through the door facing the church.
- Car riders with last names L-Z will enter the parking lot off of Pershing Street and will enter the building through the Primary doors by the trailer.
- Parents are not permitted to enter the building during arrival.
- Temperatures will be checked before a student may enter the building.

DISMISSAL

Dismissal is at 3:05 p.m. Please do not park in the car lines before 2:50 because prior to 3:00, the area might be used by teachers for activities or gym classes. Dismissal for car riders will be by car line only, no walk ups will be permitted. Students will not be gathering in the hallway in large groups, instead they will be dismissed from their desks one car at a time. We are using a multipoint pickup/drop-off procedure. It is recommend that all families have a car rider tag stating their child's last name on their car visor.

Since the majority of our students are car riders, the parking lot is a very busy place at dismissal. The safety of your children is our top priority. Your cooperation in several ways is needed in order to make the dismissal as safe and efficient as possible.

- If you arrive near 3:05, stay in a single line to drive through to pick up your child. Do not leave your car to talk with another parent or go into school.
- If children remain past 3:20, they are admitted to the After School Care program. Parents/guardians should come to the school office to pick up the children.

- Parents/guardians will be billed for After School Care Supervision, should the children remain on the school grounds after 3:20.
- For the safety of all, **cell phone or other electronic devices** should not be in use while driving in the school parking lot.

TRANSPORTATION CHANGES

Transportation changes must be called into the office before noon. The office voicemail is checked frequently so leaving a message is encouraged. If transportation plans change, the office must be notified by noon unless it is an emergency. No student will be permitted to change his/her normal transportation without office notification.

Bus Discipline Policy

The following bus discipline policy is to be maintained:

1. Each student is asked to be responsible for safe and considerate conduct on the bus by observing the prescribed safety rules.
2. Should a student's behavior violate regulations and show a lack of consideration of others, he/she will be reported to the Principal, the case discussed, and if found responsible for misbehavior, the parent(s) will receive a bus suspension warning. This letter should be signed by the parents/guardians and returned the following day. It will be kept on file in the office.
3. If the child's misbehavior continues, parent(s) will be notified again and the child will be suspended from bus transportation for a two-week period, the parent(s) will be asked to have a conference with the school Principal and the child to discuss future discipline.
4. Should a third misconduct incident occur, the child will permanently suspended from bus transportation.
5. Students may not ride busses other than the bus to which they were assigned. In case of emergency, parents/guardians are to contact the bus coordinator at Salem City School District (330-332-0316).
6. Parents should notify the public school district Coordinator of Transportation at the beginning of each school year for gasoline reimbursement if busing is not provided.

GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

ACCESS TO RECORDS

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

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

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

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.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its 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.) However, health records and testing results which have been obtained through state or federally-funded programs will be forwarded.

SCHOOL VISITORS

All school visitors must ring the bell at the front door off State Street. To enter the building you will be required to sign in with a photo ID. Any volunteers in the building will need to complete Virtus and be in full compliance with the Diocese of Youngstown safe environment policies prior to entering.

SCHOOL COMMUNICATIONS

Principal's Communication

A weekly folder will be sent home with the oldest child in the family with current information and a breakfast/lunch menu. All weekly newsletters and breakfast/lunch calendars are emailed to the email address on file, as well as posted on the FACTS Family Portal. One Calls will also be used

as appropriate.

Take-Home Communication

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

Invitations to private parties are allowed to be given (orally or written) in school only if everyone in the class is receiving an invitation or if all the boys or all the girls are invited to a particular party. The school will not provide student addresses.

CELL AND TELEPHONE USE/MESSAGES FOR STUDENTS

The office phone is for official business only. Students will not be called from class to receive a phone message except in cases of emergency. Cell phones must be turned off and stored in the students backpack during school hours. Violations of this will result in the following consequences: First Offence – Verbal warning, Second Offence – Parent must pick up cell phone from the office.

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.

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, including but not limited to medical concerns. Failure to follow these guidelines will result in a behavior consequence and possible confiscation of the phone. Consequences will be stated in the School Code of Conduct.

INCLEMENT WEATHER/SCHOOL CLOSINGS

There are a minimum of instructional hours determined by the state. The school has built into its calendar multiple possible make up days to be used if the school does not meet its number of instructional hours.

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.

It is optional for St. Paul School to close when the Salem City Schools close. Please do not call the school or parish center since the lines need to remain clear for outgoing calls. Please check local news stations (WYTV, WKBN, WFMJ), Facebook for updates on school being in session or closed because of the weather. Having a phone number on file with the office will allow you to receive One Call phone calls regarding school adjustments or closures. The only Facebook page used by St. Paul School will be the Official St. Paul School Family page.

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.

FIELD TRIPS

Prior to field trips, families will be sent permission forms. A field trip is defined as a school-sponsored educational activity occurring off school grounds, planned by school personnel, and

supervised by school personnel and/or adult volunteers. Field trips must have educational value correlated with some phase or aspect of the curriculum/course of study or service project related to a particular grade level and/or subject area.

Field trips are educational experiences afforded to students; however, no student has an absolute right to a field trip. Field trips are privileges and that students can be denied participation if they fail to meet academic or behavioral requirements.

No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip.

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. 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;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. 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;
7. to unify parents in an effort to raise funds each year for the school.

HOME AND SCHOOL

The objective of the Home and School Association is to bring parents and teachers together to study and explore Catholic education for the children and to provide financial support to the school. It is guided by the established school policies and practices set forth by the pastor and school principal.

Membership shall consist of all fathers, mothers, and guardians of the pupils of Saint Paul School, as well as all members of the faculty. Members shall be eligible to vote on Home and

School matters or serve in any of the Association's elected or appointed office.

At this time the Home and School has suspended operations until further notice.

THE SAINT PAUL SCHOOL FOUNDATION

Established in 1990 by a single bequest, the Saint Paul School Foundation has become an integral part of the future **of the school**. Guided by its mission statement, the Foundation exists to implement long-term financial growth, as well as providing assistance to current school expenditures.

The Foundation receives its financial backing from contributions, bequests, and memorial gifts made by Saint Paul parish family members, friends and alumni.

Presently, the Saint Paul School Foundation supports the school by providing Teacher and Student scholarships, field trip transportation assistance, updating of computers and technology items for the Computer lab, and monetary assistance for the repair and renovation of the school building.

FUND-RAISING

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.

FINANCES

Diocese of Youngstown Tuition Assistance Program

APPLICATION PROCESS & REQUIREMENTS

- a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application from (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.
- b. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
- c. The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be

considered for tuition assistance if funds are available.

- d. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

TUITION

The cost to educate each student enrolled at Saint Paul School is \$9,323.

Tuition for 2023-2024 for ALL students is \$5,800.

Service

As a private school, there is an expectation of family support, volunteering and service. We appreciate all volunteers. Volunteer hours often need to be regular, scheduled times and therefore the school may not be able to accommodate requests for varying hours. Please contact the school office for more information.

ADDITIONAL TERMS AND CONDITIONS

1. I agree that all payments owed under this Agreement will be paid by the due date corresponding to the payment method(s) selected above. I understand and agree that, regardless of what payment option is selected, I am personally responsible for the payments and for ensuring that the tuition and fees are paid in full. Should I be late in making any payment, I understand that the following process will be followed:
 - a. I, and the other parents/guardians (if they are not me), will be notified of any payment not received.
 - b. I will be given 60 calendar days to bring the account to current status or meet with school administration to have an adjusted payment agreement approved (not a guarantee and must be in writing and signed by the parish pastor or school president).
 - c. If, within 90 calendar days, the account is not brought to current status, or an adjusted payment agreement is not agreed upon and approved by school administration, the student enrollment will cease at the end of the current quarter, and the school may immediately take any action available and consistent with applicable law in order to collect unpaid tuition owed by me/us including but not limited to limiting access to field trips and extra-curricular activities, withholding academic transcripts, referral to a collection agency, and/or the institution of a civil lawsuit to recover the unpaid balance.
2. Any family with an unpaid Tuition and/or Fees balance for the current School Year will not be allowed to register for the following School Year and School records, diplomas or transcripts will not be released until the current year's Tuition and fees are paid,

unless special arrangements have been made in writing and signed by School principal or School president.

3. Prepaid Tuition will only be refunded in full if written notice of cancellation is received by the School before the first day that classes for the School year are scheduled to start.
4. Once the School year begins, Tuition refunds are made on a quarterly basis. Should a Student attend School during any portion of a quarter (one day or more), the full tuition amount for that quarter is owed and no portion of that quarter's tuition will be refunded except at the discretion of the President or Principal.
5. The Student(s) and Student's parents/guardians agree that they and their child(ren)/ward(s) will abide by the policies and guidelines as stated in the School handbook.
6. Returned checks: If two checks are returned for insufficient funds, the school will no longer accept personal checks and you will be required to pay in cash, with a certified check from a local bank, or another electronic payment provider at the school's discretion.
7. I understand that the School will not reserve a place for my child(ren) for the upcoming school year until after I have returned a completed and signed Tuition Agreement. I further understand that my child's/children's eligibility for enrollment is conditioned upon (1) his/her successful completion of the current School Year; (2) full payment of all Tuition and fees owed for the current and/or prior School Years; and (3) acceptance by the school. I understand that the School reserves the right to deny admission or enrollment for any lawful reason.
8. I acknowledge that the school will be using FACTS for tuition invoices and payments.

COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and 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 extra-curricular activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance.

Per Ohio code, students are eligible to participate in extracurricular activities in their home district. Please contact your home district for more information.

STUDENT RESPONSIBILITIES & 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. These basic components include:

- Teachers have the right to teach. No student will stop the teacher from teaching.
- Students have the right to learn. No student will stop another student from learning.
- The school observes this Code of Conduct because it is 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.

WEAPONS

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises. ORC SEC. 2923.1212. A Valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

A. 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 clubs.

B. 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.

SUBSTANCE ABUSE

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

1. 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.
2. 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.

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.

DISCIPLINE

SS-15 Student Code of Conduct

I. Policy

A. The Diocese of Youngstown affirms that, consistent with the Diocesan School Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.

B. Each school of the Diocese of Youngstown must develop and publish disciplinary policies and procedure consistent with policies and procedures of the Office of Catholic Schools. Disciplinary policies and procedures must be reasonable and fundamentally fair in their inception and in their enforcement.

C. Each Catholic School is called to be a faith community based on the shared acceptance of the message and challenge of the Gospel. With this in mind, the faculty, staff, and administrator seek to establish positive behavior patterns in students with emphasis on developing within the student responsibility for his/her actions and on fostering quality relationships among students, teachers, and parents. A positive learning environment is one in which the dignity of each individual person is recognized and respected because of God's great love for all of his creation.

D. Catholic school students are characterized by:

- appreciation for the opportunity of a Catholic education,
- reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith,
- an attitude of service to others, • an effort to develop Christian leadership,
- personal responsibility for learning,
- respect for the right of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning,
- cooperation, consideration and respect for others in speech and actions,
- respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day,
- honesty in speech and in school work,
- respect for school and parish property and the personal property of others,
- behavior that ensures the safety of all students,
- good study habits that lead to life-long learning, namely effort, confidence in their ability, punctuality, completeness and quality of assignments and class work,
- regular attendance and punctuality,
- self-care, e.g. good grooming, personal appearance, cooperation with dress code.

E. A Discipline Policy shall be formulated in each school which:

- provides positive Christian formation of the students

- reflects the philosophy of the Diocese of Youngstown and that of the individual school
- is written in agreement with the policies and procedures of the Office of Catholic Schools
- provides a proper learning environment
- respects the dignity of the individual
- is consistent and fair in the application of the school standards
- concentrates on finding the cause(s) of problems and developing options and means to prevent them
- enables students to practice and acquire self-discipline
- enables participation with the parents/guardians and student
- recognizes the developmental age of a child

F. Certain disciplinary measures are inherently contrary to our philosophy as a Catholic School community as well as having potential legal implications; therefore, the following measures are not permitted in Diocesan Schools:

- Any personal indignities
- Any form of corporal punishment
- Verbal and nonverbal humiliation sarcasm, ridicule, name-calling, swearing, inappropriate gestures, etc.
- Reducing grades or denying academic credit for disciplinary reasons

II. Procedures/Guidelines

A. Each school is required to develop its own Student Code of Conduct in consultation with members of the school community. The school should review its handbook, policies, procedures, and conduct expectations annually in the light of Diocesan policies and other factors.

The rules in the School Code of Conduct apply to all school situations during school hours, on the bus to and from school, and at any school-sponsored activity outside normal school hours. Because it is impossible to foresee all problems which may arise, the school code of conduct 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.

Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.

It is the responsibility of the school administrators to review the policies and expectations in regard to student conduct and assure they are appropriate and administered fairly and consistently.

B. Availability of the Code of Conduct

A copy of the school's Parent/Student Handbook must be given to all students and

parents annually and each time the Code of Conduct is revised. Parents shall sign an agreement, annually, indicating that they have read and agreed to the regulations of the school's code of conduct. Failure on the part of the parent(s) to sign that they have received and read the handbook voids the registration.

The language of the Code of Conduct must be clear and understandable to students

C. Disciplinary Policies

In developing school rules and regulations, the building administrator should keep the following principles in mind:

- 1.) A policy must be clearly stated.
- 2.) A policy must be understandable. (Examples: "Students should dress appropriately" is unclear and vague; "Students must wear navy blue uniform blazers" is clear and specific.)
- 3.) A policy must be related to the traditions, purpose or philosophy of a Catholic school. (Examples: Rules to establish and maintain an orderly environment, such as prohibitions against fighting or running in the halls, serve an educational purpose as well as promote the safety and well-being of all students. Dress codes are established traditions of Catholic schools, promote high standards of good grooming and serve an economic purpose for all. Regulations requiring students to attend liturgies or prayer services maintain the philosophy of a school rooted in religious tradition.)
- 4.) The consequences for violating rules and regulations must be clearly stated. (Example: "Students involved in a fight will be suitably punished" is too vague; "Students involved in a fight serve three days of in-school suspension is clear.)
- 5.) The punishment imposed as specified in the policy must be within the expressed or implied authority of the school to impose as a representative institution of the Diocese of Youngstown.

D. Teacher Responsibilities

First and foremost, teachers respect the dignity of each child and strive to develop a positive relationship with each student. Teachers are provided in-service regarding their role in the implementation of the Code of Conduct so that consistency and effectiveness are assured. Classroom teachers should develop a classroom management plan that is in concert with the school code of conduct and approved by the principal. A teacher needs to be proactive and create a learning environment that minimizes opportunities for disruptive behavior.

E. Disciplinary Procedures

Procedures for enforcing the school's disciplinary policies must allow every opportunity for a fair and reasonable determination that cause exists to justify an official school-

imposed sanction. In a conference with the student, by the principal or his/her designee, the student must be told the specific charges against him/her and be given an opportunity to present his/her side of the story. Prior to making a final decision, the principal or his/her designee should conduct a thorough investigation.

F. Procedure for Disciplining Students

Consequences that may be employed for lack of cooperation with school rules:

- supervising adult/ teacher talks with the child (warning)
- loss of minor privileges and/or recess
- temporary removal of the student from the classroom or activity to another supervised area
- lunch detention
- contacting parent by phone call or letter
- after school detention
- loss of privileges (ex. special video or class event, assembly, field trip, extracurricular participation, etc.)
- student conference with the principal
- request for student to be taken home from school early and/or not attend for a day
- development of a disciplinary or attendance contract
- extra-curricular probation/ ineligibility
- principal/teacher/parent/child conference
- community service (supervised)
- Saturday detention
- pastor/principal conference with the teacher, parents and child
- request for counseling services/ intervention by trained professionals for the student
- suspension for a period of time, either in-school or out-of-school, at the discretion of the principal and/or pastor and in accordance with the policies and procedures of the Office of Catholic Schools
- expulsion used only in a serious matter when deemed absolutely necessary in accordance with the policies and procedures of the Office of Catholic Schools with the authority of the superintendent in consultation with the principal and/or pastor
- judicial proceedings if offense warrants

The use of disciplinary contracts can be an effective tool particularly with those for whom normal disciplinary measures have been ineffective or for those with special problems. SEE CONTRACT FOR BEHAVIOR CHANGE.

G. Intervention

Students whose behavior patterns are regularly disruptive may require intervention which would be determined by psychological assessment and/or counseling. Procedures for developing intervention efforts should be established by each school. Since chronic misbehavior often indicates deeper underlying problems (e.g., learning disabilities, physical problems, unstable home situation), it is the professional obligation of the school to see that solutions to these problems are sought.

Psychological and guidance services can be provided to the Catholic schools through the auxiliary services program. If the school has determined that a child is in need of special services and the school is unable to provide them, the parents and child should be referred to a local agency which can provide such services. The school may provide a list of agencies which the parent may choose.

Requiring counseling as a part of a behavior plan is an acceptable strategy. It is recommended that written permission be secured for a school official to speak directly with the counselor.

H. Suspension and Expulsion are considered extraordinary disciplinary measures. • 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. (SEE STUDENT EXPULSION FORM)

- 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 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.
- I. Other issues to address in the school code of conduct:**

Bus Conduct

According to Ohio Revised Code, transportation is usually provided to nonpublic school students by the local public school district. It is the responsibility of the local governing agency to determine policy regarding behavior on the school bus. The principal is expected to be knowledgeable of the local provider's transportation policies, and offer support to the driver and local school district officials in dealing with disciplinary infractions which occur on the school bus.

While riding a bus, students by state law, fall under the supervisory responsibility of the bus driver, whose authority is that of any teacher. Courtesy and correct behavior are expected of all students riding school buses. The school has the responsibility to develop disciplinary procedures to support the reported infractions with consultation with the public district.

Dress Code

Each local school shall establish a dress code. This code sets a standard of dress and grooming for students. Uniforms are to be encouraged as part of the dress code. A major concern should be that the dress code be financially within the range of the parents. The code should be motivated by considerations of modesty, respect, attention to the demands of the particular occasion, and regard for the needs of the school community.

The dress code should be reasonable and consideration should be given to the varying seasons.

Bullying

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 procedure should be followed. See Student Anti-Bullying, Harassment, and Intimidation Policy

Chemical Use and Abuse

Smoking, vaping, and the consumption of alcohol by students are prohibited anywhere in the school building and at school-related activities whether on or off the school grounds.

Courts have consistently upheld school rules prohibiting the possession, use or sale of drugs or intoxicants by students. School rules which prohibit the sale, possession and/or use of alcohol and drugs, including counterfeit substances and inhalants, are consistent with Ohio Revised Code.

Rules governing the possession, use or sale of drugs or intoxicants, possession of drug paraphernalia, phones, pagers, etc. should be drafted with clear statements of what constitutes a violation. Each rule should be drafted so that students clearly understand what is forbidden, and what the consequences will be if they are in violation.

School regulations should specify what constitutes a drug/alcohol offense by defining:

- Illegal substances and paraphernalia
- The area of the school's jurisdiction, e.g., the school property, and all school sponsored activities, even those held away from the school
- What constitutes a violation (possession, using, selling drugs/alcohol)

State the consequences for violating school policy as appropriate. Sanctions are not a replacement for treatment and counseling, but they are necessary. Measures that the schools have found effective in dealing with first-time offenders include: a required meeting of parent(s) and the student with school officials, concluding with a contract signed by the student and parent(s) in which:

- They acknowledge a drug/alcohol problem
- The student agrees:
 - 1) to abide by school policies related to the use of drugs or alcohol
 - 2) to participate in counseling or a rehabilitation program.

Penalties: for first-time and/or repeat offenders may include:

- referral for treatment
- referral to appropriate law enforcement authorities
- suspension and/or expulsion
- for those who sell or distribute drugs and/or alcohol is expulsion.

Define procedures for handling violations, including:

- Responsibilities and procedures for reporting suspected incidents that identify the proper authorities to be contacted, and the circumstances under which incidents should be reported.
- Procedures for notifying parents when their child is suspected or caught with drugs/alcohol.
- Procedures for notifying police.

The Operating Standards for Ohio's Catholic Schools: Elementary and Secondary Schools require that systematic aid be given to students, through guidance services, on the harmful effects of drugs, alcohol, and tobacco. Drug education is an important part of the school curriculum from K-12. It is recommended that schools become involved in local drug prevention and education efforts.

Assistance should also be provided to those students who misuse chemical substances. County chemical dependency programs and counseling agencies can provide assistance to schools in this area.

Fighting/Causing a Disturbance

As Catholic schools which promulgate 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.

It is recommended that mediation training and conflict resolution skills be taught to personnel and students and modeled by all involved in our schools.

Each school should address this issue in its Code of Conduct. The use of physical force against another student (fighting) is a suspendable offense.

It is also recommended that students who repeatedly create disturbances of this kind be liable for expulsion.

Weapons and Explosive Materials

If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.

Students who possess or use a weapon of any type against another student or faculty member is liable for expulsion.

The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

Youth Gangs and Gang-Related Behavior

Youth 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.

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, parents/guardians will be contacted immediately and appropriate intervention initiated.

Harassment

All persons associated with our Catholic schools, including but not limited to, the administration, the staff and the students are expected to conduct themselves at all times so as to provide an atmosphere free from harassment and sexual harassment.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that: has the purpose or effect of creating an intimidating, hostile, or offensive environment; has the purpose or effect of unreasonably interfering with an individual's performance; or otherwise adversely affects an individual's opportunities.

All reported incidents should be investigated and documented by the school administrator or designee. Consequences should include notification of parent or guardian.

Sexual Harassment/Sexual Violence/Sexual Misconduct

Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development;
- Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.
- Immediate isolation from the victim, parent/student conference/ suspension; counseling may be recommended or mandated for continued school attendance depending on the circumstances.
- An act of sexual violence may be a criminal offense.

All reported incidents should be investigated and documented by the school administrator or designee. Consequences should include notification of parent or guardian.

Vandalism

School officials are the trustees of school property and are charged with its protection. Rules and regulations concerning the defacement or destruction of school property should be developed and incorporated into the code of conduct. The consequences of such behavior should include provision for restitution.

Search and Seizure

The school shall publish its policy on searches and expectations of students when they are searched or their property is searched in the Student Parent Handbook.

Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

In order to conduct a search a school administrator should:

- Have reason to believe that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school.
- The search is conducted in a manner which is reasonably related to the objectives of

the search and which is not excessively intrusive in light of the age and gender of the student being searched and nature of the infraction.

- If possible, school administrators should always have another school employee/staff member present when a search of any kind is conducted.

- A school/program official shall not conduct a search which involves:

- o A strip search;

- o A body cavity search;

- o the use of a drug sniffing animal to search a student's body.

- All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without prior notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. The furnishing of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space. Allowing students to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student shall also not give rise to an expectation of facility or space. The school's policy should be clearly stated in parent/student handbook.

- The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

- If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.

- If a student refuses to voluntarily empty pockets or to open his or her book bag or purse, the student should be detained under the supervision of an administrator until parents are contacted. Parents should be informed that the student is risking possible suspension or required withdrawal for refusing to comply with the directive.

- If an illegal drug or controlled substance is seized, the school authority should contact the local law enforcement to report information if law enforcement would make an arrest. The school authority should then secure the student and the contraband until law enforcement arrives at the school.

- The Superintendent of Catholic Schools at the Office of Catholic Schools should be contacted as soon as possible.

- The principal must notify the police for disciplinary incidents that are also serious criminal acts (felonies) such as selling drugs, possession or use of a weapon, felonious assault, vandalism of property where damages exceed \$500, rape, threats of violence, force of coercion, etc., or serious misdemeanors involving sex or violence. In all cases involving juveniles (students under the age of 18 years of age), the principal must contact the parent/guardian before the student is questioned by the police.

- The principal shall inform the Superintendent of Schools of any cases involving local law enforcement agencies taking action on a student.

III. Links and Supporting Documents

A. Related DOY Policies: Anti Bullying, Harassment, and Intimidation; Law Enforcement, Department of Human Services, or Child Protection Onsite Interviews of Students; Sexual Harassment/ Sexual Violence/ Sexual Misconduct

B. Forms: Expulsion Notification, Suspension Notification, Contract for Behavior Change

Initial Adoption: 2010

Preschool Effective Date: 2010

X Elementary Revision

Date(s): 6/25/14, 5.29.17, 4.9.19

X High School

DETENTION

Detentions may be given to students violating the Saint Paul School Code of Conduct. Notice of detention will be given in advance. Students are to return the detention slip, signed by the parent(s)/guardian(s), on the following day. Detentions will be served by the teachers who issued the detention.

Detention will be 3:15-4:00 p.m. on the designated day. Detentions may be given for the following reasons:

- Destruction of property
- Disrespect
- Disruptiveness
- Failure to do homework (habitually)
- Fighting
- Incomplete assignments (habitually)
- Not having necessary school materials (habitually)
- Unacceptable behavior
- Unacceptable language
- Uncooperative attitude
- Violation of school policy

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.

LOST AND FOUND

Lost and found articles should be reported or turned into the school office. Proper labeling helps insure prompt return. The Lost and Found is located outside the Secretary's Office. Bimonthly,

or at the discretion of the Principal, lost and found articles will be removed from the office.

DRESS CODE

The responsibility for good grooming and proper attire lies with the parents and students. Learning, safety, respect and modesty should be core considerations for clothing choices. Please refer to Appendix B: Dress Code Guidelines.

If a student does not meet dress code, a compliant garment will be loaned and parents will be contacted. For families who need uniform assistance, please contact the school.

SPECIAL DRESS DAYS AND OTHER CONSIDERATIONS

- 1) Mass: Mass days are days to dress respectfully.
- 2) Gym: Gym clothing is to be worn for gym class only with exception of teacher discretion. Tennis shoes are required for gym class. Names should be on each article of clothing.
- 3) Trends: If trendy clothing follows the dress code it is considered appropriate dress.
- 4) Saint Paul Logo: Saint Paul Logo/Spirit shirts are permissible any day of the week. Collared shirts are appropriate on Mass days.
- 5) Other Special Dress Days will be announced: Examples include: Jeans Day, Hat Day, Football Jersey Day
- 6) **All clothing should be neat, clean, and modest.**
- 7) Except on special days the following are considered unacceptable: hats, denim of any color, camouflage clothing, sweat pants/exercise pants and t-shirts for leisure/dress down/sport/play/etc.
- 8) Unacceptable: Body piercing, visible tattoos; altered hair color; non-collared/thin/spaghetti strap/ or athletic tank tops; and make-up.

PLAYGROUND REGULATIONS

Play is a very important part of our life together at Saint Paul School. Learning how to play together is not always easy. It includes more than just learning the “rules” to certain games. We all must learn the spirit of “give and take”, sharing, cooperation and respect for one another. This can be a lifelong process. Students representing grades 3-6 have helped to develop the following guidelines so that all can enjoy playing together and also to provide a safer place to play. The rules are posted in each classroom with appropriate consequences for disregarding the rules.

PLAY AREA RULES: (OPEN PARKING LOT AREA)

1. Only safe behavior is permitted.
2. Under Covid 19 guidelines, follow directions for grouping, social distancing, masking and structured activities, as mandated by the local health department or CDC (currently we have no requirements).
3. Be where you belong. You may not leave the play area. The adult supervisor/teacher will get balls that go into the street. Only adults may open and close the gates.
4. Look where you are running and run at a safe speed.

5. Food or school supplies are not permitted on the play areas.
6. Students are not permitted in the following areas:
 - a. Near garages;
 - b. Beside the parish center;
 - c. Behind the trailer;
 - d. Climbing the fence;
 - e. On the grates (may sit but not stand) outside the K-3 hallway;
 - f. In puddles, snow banks, or on patches of ice.
7. Playing in the snow is not permitted
8. When the bell rings:
 - a. Stop playing and yelling;
 - b. Hold all play equipment;
 - c. Move quietly into the line.

Failure to follow Play Area rules will result in loss of recess or other disciplinary actions.

PLAYGROUND RULES

Being able to use playground equipment is a privilege. The company who designed the equipment had certain safety in mind. Fun, safety, and respect are the reasons why we have this equipment on our property. The safety of everyone is the guideline for all choices and determine whether something can be done. The playground is not an area to test your creativity. Each student is responsible for his/her choices which must be safe and respectful to everyone.

Students are not to:

- Run in fenced area;
- Leap off any part of the playground equipment;
- Remain on any part of the equipment so long that it prevents others from using it;
- Climb up the slides;
- Standing on top of the equipment;
- Walking across the top of the horizontal ladder/monkey bars;
- Playing other games such as tag;
- Play with balls or other play area equipment;
- Punch, bump other students;
- Pull on others or their clothing.

Two people cannot be in the same space. Respect would say “take turns”. Wood chips are for safety and protection. Using them for other purposes or in some other way is not permitted.

Any activity or behavior that seems unsafe or disrespectful of others is not permitted. The students may lose the privilege of playing on the equipment for that day. The playground supervisors have the authority to ask students to leave the equipment area.

LUNCHROOM REGULATIONS

The guidelines below are designated to assist everyone in having an enjoyable lunch.

Lunchtime in the lunchroom is basically eating time for the first 10 minutes of the designated time. When students enter the lunchroom, they should walk carefully to the table designated for their grade. They are to remain seated until they are dismissed or to get “extras”. Occasionally, a student may request permission to go to the bathroom. Permission is not to be given for a student to return to the classroom for money. Money should not be borrowed from other students or parent volunteers. If a student has forgotten his/her lunch, arrangements can be made in the office to get a lunch for the student. Students are also not to trade foods for lunch.

Students are expected to treat the lunchroom with respect. A quiet, courteous manner of action and voice are the norm of behavior expected. Students are responsible for cleaning up their own eating area. Students will be dismissed by grade tables to throw away their lunch trash and deposit trays in lunch carts.

HEALTH AND SAFETY

STUDENT HEALTH & SAFETY

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

St. Paul School will adhere to state, county and diocesan health requirements. Please refer to our re-opening plan for specific details.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or 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 faculty/staff member and/or the principal, 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 should 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 should be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student. Walkie Talkie can be used to call for ambulance and or safety personnel, while cell phone can be used to reach Salem School Nurse.

ILLNESS

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

Each child's health and welfare is of primary concern. **When children have colds, fever, or symptoms of communicable diseases, they should not be in school. If a child has been sick during the night, care should be taken to give sufficient time to regain health and strength before a child is sent to school. When a child has been nauseated, they should remain home until they are able to eat without becoming sick. Children must be fever free for 24 hours before returning to school. Any student with symptoms of Covid 19 must remain at home. Refer to Appendix C for more information.**

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

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

- A. Authorization to Administer Medication
 - 1. The physician must sign a form granting the school permission to administer prescription or nonprescription medication.
 - a. Forms will be supplied by the school.
 - b. The medication and signed permission forms shall be brought to the school by the parent.
 - c. The physician's signature must be on the original medication permission.
 - 2. In special cases (to be determined by the school nurse, principal or designee), 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.
 - 3. Request forms must be submitted each school year for all medication.
- B. Transportation of Medication To and From School

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

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.

2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
 - a. Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.
 - b. 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.
3. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

C. Labels on Medication

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

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

- a. on prescription bottle:
 - 1) full name of the student;
 - 2) name of the medication;
 - 3) dosage and time intervals for administration; and
 - 4) name of the physician (required for prescription drugs only).
 - b. on the permission form:
 - 1) possible side effects, any severe reactions; and
 - 2) any special instructions for administering the drug such as storage or sterile conditions.
1. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
 2. 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 CONDITIONS OF STUDENTS

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

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.
2. 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 from and re-admittance to school for children found having a communicable disease.

LICE

1. Head Lice Procedure
 - a. All students infested with head lice are excluded until the head is free of lice and nits.
 - b. A form letter provided by the school office is sent home with the student being excluded with head lice to:
 - 1) advise parents on obtaining treatment; and
 - 2) inform parents of conditions for readmission to school.
 - c. The school nurse (if available) will re-check student two weeks after readmission to school.

FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS

FIRE/RAPID DISMISSAL DRILLS

Saint Paul School follows the Fire Drill Instructions issued by the Ohio Department of Commerce, Division of the State Fire Marshall. Students are instructed and trained by means of fire drills or rapid dismissal at least once a month while school is in operation. Children are instructed to leave the building in the shortest possible time without confusion.

Fire exit signs are posted in each classroom indicating the fire drill exit closest to the classroom. Attendance is taken and reported to the principal when each class arrives at its designated area.

Fire drill information is reported to the City and State Fire Marshalls.

TORNADO/EMERGENCY DRILLS

Students are instructed in safety precautions to be taken in case of tornado alert or warning. Appropriate locations have been designated to be used to shelter pupils in case of a tornado, tornado alert, or warning.

Tornado drills are conducted monthly during the tornado season. "Tornado season" is the period from the first day of April to the last day of July. A record of such drills is maintained in the office for examination by the Fire Marshall.

Tornado procedure signs are posted in each classroom. Attendance is taken and reported by walkie-talkie to the principal when each class arrives at its designated area.

LOCKDOWN POLICY

A lockdown policy is in place and is available for viewing in the Principal's Office.

SEXUAL HARASSMENT--STUDENTS

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.

STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the 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 apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school's policies and honor code.

BEFORE AND AFTER SCHOOL CARE

BEFORE AND AFTER SCHOOL CARE PROGRAM

The Before and After School Program is available before and after school each day beginning with the first day of school.

THE BEFORE-SCHOOL PROGRAM

The Before-School Program begins at 6:30 a.m. The program provides childcare. The students may use the Breakfast Program while they are part of the Before-School Program. Students are signed in by the accompanying adult, indicating the time when the student arrives. Students are supervised in the Before School Program until 8:15 when the children are dismissed to the classrooms.

The program is offered only when school is in session. If school is canceled because of weather or other circumstances, the program will not be in operation. In the event of a two-hour delay the program will be in operation. On those days, the cost will be \$12.00 per day. In the event that school is later cancelled, the child needs to be picked up no later than 10 a.m.

Registration is necessary and forms need to be on file before the first day of service. Payments should be made for the week on the first day the child attends. Checks should be made payable to Saint Paul School. Credit will be given if the child is absent. Any returned checks will incur a fee of \$30.00.

THE AFTER-SCHOOL PROGRAM

The After-School Program begins at the 3:20 dismissal bell. Snack, homework time and play activities are planned. Snacks are provided by the program. When the adult comes to pick up a student, the adult must sign out the child indicating the time of pick-up. Students will not be released to anyone who is not a designated pick-up person.

Costs for these programs are available from the school office.

When picking up your child from After School Care, call the number provided on the back door to alert the teacher in charge that your student is being picked up.

Appendix A – CI 30 and 1:1 Issue

CI-30 Student Technology and Internet Responsible Use Policy

The schools in the Diocese of Youngstown, provide information and communication resources, and acquire, develop, and maintain devices, systems, and networks as a part of our mission to promote excellence in education. The following agreement aims to ensure that safety and privacy are regarded and students' educational experiences are enhanced through the use of technology. It is the belief of the Diocese that students' productivity, efficiency, effectiveness, creativity, and the preparation for future studies and endeavors is achieved through innovative practices while using technology. Protecting users and school resources requires respectful, moral, and ethical behavior characteristic of the teachings and principles of the Roman Catholic Church. Students in the Diocese of Youngstown will have access to the Internet. Parents are expected to encourage their child(ren) to exercise personal safety and security, and utilize the guiding principles of digital citizenship

This policy specifies the expectations that allow for a safe, and courteous environment, where academic integrity is honored, and respectful behavior is demonstrated in regard to communication with members, and the use of school devices, resources, and the components of the network, both locally and globally. The policy also addresses legal responsibilities of members and institutions. Although, no set of policies and procedures can state rules to cover all possible situations, the schools in the Diocese make efforts to protect the users and its system through educating students about Internet safety and by using firewalls and filtering software. We are in compliance with the Child Internet Protection Act and The Protecting Children in the 21st Century Act. However, no system or network is considered full-proof.

Important Considerations • Technology resources are to be used for educational purposes only. • Students will be educated in digital citizenship annually. • Local school's policies, related Diocesan policies, and the Student Code of Conduct concurrently apply. • Users are subject to legal requirements as well. (See link to Ohio Revised Code §§ 2917.21(A), 2913.01(Y) • The policy applies to access to the Internet through the school network whether equipment is owned by the school or the student or student's family. • The policy applies to access to the Internet with personally owned devices with personal data plans (i.e. 4G and 5G networks). • Students are responsible for all activity performed using a personal login or account, whether or not they were the user. Therefore, students must take care to safeguard passwords and follow procedures. If students become aware of, or suspect any breach of an account, they must notify a teacher, administrator, or technology coordinator of the suspected breach. • In some instances, the policy applies to technology resources and school owned devices. whether or not on school property (See the section: Violations of the Responsible Use Agreement). • The Student Technology and Internet Responsible Use Policy is contained in the Family Handbook. Students and a parent or guardian, as stated, are required to sign the Family Handbook Agreement Form which indicates acceptance of and compliance with this policy. • The use of school systems and equipment is a privilege and use may be revoked by an administrator, technology coordinator, or other designated school official for misuse or violation of the agreement.

Related to Safety A student of the Diocese of Youngstown agrees to not:

- interfere with, adversely impact the school operations, detract from or disrupt the school environment, as determined by school administration, by using technologies in a way that could jeopardize the safety or well-being of a school member or group to intimidate (cyberbully), tease, embarrass, offend, threaten, harass, deceive, or impersonate school members* whether directly or indirectly. This includes using school members' names, initials, logos, pictures, or representations when communicating electronically that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate, including but not limited, to comments, cartoons, jokes, unwelcome propositions or love letters.
- bypass or attempt to bypass school or device security software or attempt to use an alternate server including personal data plans.
- send or post personal information about self or a school member* via a school account.
- attempt to open files or follow links from an unknown or untrusted origin.
- view violent, obscene or similar inappropriate material while in school or while using school owned devices. If inappropriate content is accidentally accessed, the student must notify the supervising school staff immediately to avoid potential consequences.

Related to Privacy and Security A student of the Diocese of Youngstown agrees to not:

- use a student or staff, password to access an account.
- access or attempt to access files or accounts, including G-Suite applications, belonging to another student or school employee without express permission from the owner.
- take pictures or record video, and/or audio on school property or within a remote learning environment without the express permission of a school staff member and persons involved. Parental permission may also be required.
- use and/or publish a photograph, image, video, personal information or likeness of any student, or diocesan employee without the express permission of that individual. Parental permission may also be required. Last names should always be omitted. See link to the Children's Online Privacy Protection Act (COPPA).
- hide one's identity and/or pretend to be a school member* and communicate via email, or messaging apps, photos, or videos.
- create any website or blog and post identifying information, a photo, image, video, or work of a school member* except with the express permission of that individual and a school official. Parental permission may also be required. The use of last names should always be omitted when posting on the Internet. Students should be careful to not share personally-identifying information online. (See link to the Children's Online Privacy Protection Act and to Ohio Revised Code §§ 2917.21(A), 2913.01(Y))
- create accounts or use apps or sites for school business when under the allowable age as in terms for the app or website.

Related to Educational Integrity A student of the Diocese of Youngstown agrees to not:

- use diocesan and school created email and G-Suite applications for communications unrelated to schoolwork.
- access social networking sites or gaming sites or apps while in a school session, except for educational purposes, and with the permission and supervision of the responsible school official.
- access websites or apps while taking online quizzes or tests without a teacher's prior approval.**
- use an unauthorized device while taking a quiz or test without a teacher's prior approval.**
- transmit or share information or images of quizzes or tests through texting, photography, or any other electronic means without a teacher's prior approval.**
- share passcodes and passwords for learning platforms unless given express permission by a teacher or administrator.
- access or attempt to access private school record-

keeping software, including, but not limited to, online grade books, attendance software, report card/transcript records.** ● delete files, deny or attempt to deny school members* from gaining access to their files or work. ● use the intellectual property of others including fellow students or teachers, to share, copy, plagiarize, and/or profit, without proper citation and express permission from the owner.

- use any copyrighted material, including text, music, software, files, pictures, video or graphics from any Internet or software source in violation of United States Fair Use copyright laws.
- violate program or software license agreements (i.e. modify, copy, share protected media).

Related to Network and Systems Stability and Privacy A student of the Diocese of Youngstown agrees to not:

- attempt to open files or follow links from an unknown, suspicious, or untrusted origin.
- remove, install, load, or execute programs and/or files not expressly authorized by the school official responsible.
- remove, move, alter or add equipment without express authorization from the school official responsible.
- access or attempt to access unauthorized devices, accounts, websites, or information databases (e.g. hacking, cracking, phishing, etc.).
- damage, destroy, or remove any piece of hardware, program, or network equipment without proper authorization. This includes willfully disseminating computer viruses.
- attempt to interfere with network transmissions or change system configurations.

Students must keep in mind that nothing in an email or posted on the Internet is considered private. High school students should be aware that employers, college admissions directors and recruiters look at students' Internet posts when considering applicants.

Teaching staff and administration has the right to deny a student access to applications provided by the school that are used for collaborative projects and social networking if conduct is offensive, interferes with student learning, or affects fellow students' well-being.

School and diocesan administrators reserve the right to monitor, inspect, copy, review, save and store any information on devices and the computer systems and network including Internet data shared on the school systems and network, at any time and without notice, whether using personally owned or school owned technologies. *Student, school or diocesan staff **
Consequences for academic cheating may also apply.

Violations of the Student Technology and Internet Responsible Use Policy School officials will strive for a fair, reasonable, and appropriate disciplinary action for infractions of the Student Technology and Internet Responsible Use Policy. Disciplinary action will be taken when, violations are intentional, school members* are "cyberbullied", vandalism has occurred, or any action involves criminal behavior. Consequences may include but are not limited to: detention, termination of Internet or technology privileges, revocation of financial aid and scholarships, suspension, expulsion, or legal referral. Behavior that occurs on or off school property can be considered for investigation and consequence when it interferes with, adversely impacts school operations, or disrupts the school environment.

Social Media In the event students use social media applications such as, but not limited to, Instagram, Snapchat, Twitter®, YouTube, TikTok, or Facebook®, for public scandal or humiliation, where inappropriate defamatory, threatening, or socially and/or emotionally harmful comments or images are posted that adversely affect the reputation, the morale, and/or safety of the students, staff, and institution, every disciplinary measure deemed appropriate in the school's Code of Conduct will be used. Actions could include legal action, involvement of law enforcement officials, suspension, or recommendation for expulsion of the student(s) involved.

Liability The Diocese of Youngstown and its schools have taken available precautions to use firewalls and filters to restrict/limit access to controversial materials. Best efforts to avoid the collection and release of any student data for anything other than educational purposes will always be carried out when using apps or websites. Students and their parents are alerted to the risks of the Internet and the use of technologies. However, on a global network it is impossible to control all communication and materials. Refer to the Children's Internet and Protection Act and Protecting Children in the 21st Century Act.

It cannot be guaranteed that functions and services provided by the schools operate error free or without defect. Therefore, the Diocese of Youngstown and its schools will not be held liable for loss of data and interruptions of service. The Diocese of Youngstown and its schools will not be responsible for damage or harm to any personal devices, files,

data or hardware brought to school by students. The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for costs arising from unauthorized use of the systems or network, for unauthorized transactions conducted over the school network, or for any communications or transactions in violation of this Student Technology and Internet Responsible Use Policy.

Student Applications and Permissions The use of technology in education is integrally related to a quality instructional program. The following items describe what platforms may be used. If a parent wants to opt out of any of the following, a written letter must be sent to the school principal indicating what the opt out request is and the reason for the request.

- **Google Apps for Education Account** All email passes through Google's Postini security system and students' school accounts are restricted to receiving correspondence only from school or district account holders unless it is requested by an administrator that select educational institutions or programs are granted access. Please read the privacy policies associated with use of Google Apps for Education at <http://www.google.com/a/help/intl/en/edu/privacy.html>. The account will also include access to cloud storage, document and information exchange with Google Drive, Google Classroom, Google Slides, Google Forms, Google Sheets, Google Calendar and Google Keep.)
- **Student Personally Owned Device Agreement** When students use a personally owned device at school, they must follow the terms of this policy when accessing the Internet. In addition, the student is responsible for safeguarding and maintaining the device.

- Remote Learning Platform While remote learning is seldom an optimal substitution for face-to-face instruction and interaction, continuing to instruct and communicate with your student is essential when circumstances occur where face-to-face instruction must be suspended. This could be due to a health crisis (ex. COVID 19) or another cause. Internet-based tools such as Google Meet and Zoom may be used for audio and video instruction. Platforms such as Class Dojo, See Saw, and Google Classroom may be used to share and receive information and assignments. Other approved educational web-based services, applications*** and websites may be used at the discretion of the teacher.

In remote learning periods, a classroom teacher may conduct virtual classroom instruction. Video and audio may be used for teaching purposes, and at times may record classroom activities for educational use/ purposes. In the process of recording, a child's face may be seen, a voice may be heard. And a first name of a student may be used. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real time. The recordings will be stored, accessed, and disposed of within the confines of school accounts. Students are permitted to access such recordings within the school account in which they were distributed. They may not share or post to any other technology device or application.

The school filters and restricts access to controversial materials from school computers. However, web-based content accessed outside the school could put the student in contact with objectionable materials. It is the responsibility of the parent/guardian to restrict any access to materials deemed inappropriate.

***Many of the Terms of Service and or Privacy Policies for some applications (e.g., Class Dojo, Remind, Zoom) state that due to federal law, any users under the age of 13 must obtain parental permission. An email address and a first and last name may be required to create a username, however, students are not required to have their own account.

If remote learning is mandated due to a health crisis or other reason, the school will assist parents in providing access to a device or internet access. Participation in remote learning should be under the supervision of a parent or guardian. School policies and regulations are in effect, including, but not limited to this policy and the School Code of Conduct.

- Photo/Visual Recording* A student may be photographed or videotaped at school. This includes the possibility of publishing a photo or video in a publication, on the school website, on social media platforms or another publication that is deemed appropriate for informational and instructional purposes. In addition, a child may be photographed for the class picture, the yearbook, and other school paper publications.

At times students may be photographed for a community newspaper or for publications to be used outside of the school (ex. Marketing brochure).

*Parents may send a letter to the school principal to opt out of any aspect of the Photo/Visual Recording.

- Publishing of Student Material Student work will be published within the confines of Google Classroom or another remote learning platform used by the school.

A student's work material may be shared in publications, on the school's website, or other social media platforms under their first name and last initial.*

If a full name of a student is required for publication of student work in a public communication, parent permission will be sought.

*Parents may send a written request to the principal for a child to opt out of communications shared with the public.

Links and Supporting Resources

Children's Internet and Protection Act and Protecting Children in the 21st Century Act
<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

See part (4 A&B) Children's Online Privacy Protection Act (COPPA)
<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacyprotection-rule>

Copyright Law and United States Fair Use <https://www.copyright.gov/fls/fl102.html> "What should I know about my children's Internet use?"

Internet and Social Media: A Legal Guide for Catholic Educators. Shaughnessy and Huggins. Ohio Revised Code ORC § 3314.21 on web filtering Ohio Revised Code §§ 2917.21(A), 2913.01(Y) on cyberbullying

Family Educational Rights and Privacy Act (FERPA) -
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

B. School Code of Regulations

C. Related Diocesan Policies • Copyright • Educational Technology • Internet Safety • Student Anti-Bullying, Harassment, and Intimidation • Student Code of Conduct

Initial adoption: 5.30.13 Revised: 6.1.2017

7.28.2020

Saint Paul School 1:1 Technology Agreement

Saint Paul School recognizes that we must continue to strive to prepare our students for their future in a world of digital technology, global information and instant information. Each student will be provided with a learning device. This contract outlines policies, rules, and regulations that will govern the use of the equipment.

Saint Paul School owns all the devices and the associated hardware and software. The device and charger are being loaned to the student for educational purposes only during the academic school year. Students are assigned the device in the same manner in which a textbook is issued. This means that the serial number will be recorded and the students and

parent/guardian will sign for the equipment before it is issued. The student to whom a device is issued is solely responsible for the care and safety of the device. The device may only be used for educational purposes, in accordance with the School's policies/rules, and the Student's Rights and Responsibilities (Diocese Policy CI30).

Specifically, the following guidelines will outline the responsibilities for the use of the 1:1 Device Initiative:

Saint Paul School Responsibilities:

- ✓ Provide each student with a device to use during the academic year. Students will return the device at the end of the school year and may be reissued the same device the following year.
- ✓ Provide students with a robust wireless (Wi-Fi), digital access to academic content and resources at school.
- ✓ Encourage students to utilize the Internet and District electronic resources in order to promote educational excellence in our schools by providing students with opportunities to create, develop, share and communicate with the tools that are essential for both life and work.
- ✓ Implement the use of Technology Protection Measures (e.g. filters and blocks) that will protect against access to visual displays or depictions that are obscene or materials that are harmful to minors as defined by the Children's Internet Protection Act, as well as other materials considered inappropriate for students to access.

Student Responsibilities:

The Chromebook is an important learning tool that is to be used only for educational purposes. In order to use your device each day, you must be willing to accept the following responsibilities:

- ✓ When using my device, I will follow the policies and guidelines of Saint Paul School – especially in regard to the acceptable use policy. I further agree to abide by all local, state and federal laws in regards to using technology.
- ✓ I will treat my device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- ✓ I will recharge the device battery each night.
- ✓ I agree not to personalize and/or place decorations (stickers, markers, etc.) on my device.
- ✓ I will not personalize my device, rename or alter images, backgrounds, or settings or otherwise alter/change default settings on the device.
- ✓ I understand that the device is the property of Saint Paul School. All programs and files are subject to inspection at any time without notice.
- ✓ I will not download any programs or software on my device without first receiving permission.
- ✓ I will not lend my device to anyone, not even friends or family. My device will stay in my possession at all times.
- ✓ I will keep all accounts and passwords assigned to me secure and will not share these with any other student.
- ✓ I will be responsible for all damage or loss.
- ✓ I agree that email (or any other digital communication) should only be used for appropriate, legitimate and responsible communication. I will not use my device to

access online chat rooms and/or social networking sites such as Facebook unless directed to do so by my instructor.

- ✓ I agree not to search for, display, or distribute vulgar, offensive material or images as described in the applicable district policies and guidelines.
- ✓ I agree to abide by school rules that will outline procedures for using my tablet when I am not in an academic class (e.g. cafeteria, assemblies, after school activities, etc.)
- ✓ I will return my device when requested and upon my withdrawal from school.
- ✓ I will surrender the device at any time for inspection.

Parent/Guardian Responsibilities:

The student named above is being issued a device to improve and individualize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this new technology.

- ✓ I will review the materials provided by the school to ensure that I understand the school's responsibility, the student's responsibility and my responsibility. We will discuss, at home, acceptable and non-acceptable uses of the device according to Saint Paul School Policies.
- ✓ I understand that the school district has made all reasonable attempts to provide a safe computing environment for students within the Saint Paul School network. Students using their District assigned tablet are responsible and accountable for appropriate use of the internet regardless of where they are or when internet access occurs.
- ✓ I understand that we are responsible for all damage or loss.
- ✓ Device insurance is available from the school for accidental damage for a nominal fee. Contact the school for coverage details.

Appendix B – Dress Code Policy

Saint Paul Catholic School

Uniform Policy

Uniform items can be purchased at the store of your choosing.

All students (**K-6**) are expected to wear the school uniform as described below.

Acceptable Colors: Navy Blue, LIGHT Blue, White, Maize Yellow, Khaki

The only logos approved are Saint Paul School logos.

Head:

Boys: No hats, no earrings, and no unusual hair colors (i.e.: purple, green, etc.)

Girls: Hairbands & bows allowed, no hats or unusual hair colors (i.e.: purple, green, etc.)

Shirts:

Boys: Button down or Polo shirts (long or short sleeve) **solid acceptable colors only**

Girls: Button down or Polo shirts (long or short sleeve) **solid acceptable colors only**

*students are encouraged to tuck in shirts

Sweaters/Cardigans/Fleece:

Boys: No hoodies/sweatshirts except during Gym class

Girls: No hoodies/sweatshirts except during Gym class

* **coats / jackets are to be hung up during the day or in lockers**

*solid acceptable color Turtleneck can be used as an underneath layer.

Bottoms:

Boys: Pants or Shorts (must be Solid Khaki or Navy)

*No athletic shorts except for during gym class

Girls: Pants, Shorts, Skirts, Skorts, Jumpers, Polo Dresses (Solid Khaki, Navy, or Classic Navy

Plaid*)

* Classic Navy Plaid is only at uniform companies

*Skirts to be no shorter than 2 inches above knee when kneeling

*No athletic shorts except for during gym class

Shoes:

Boys/Girls: Unacceptable footwear includes flip-flops, open toed sandals, shoes with no backing, sequins covered boots, and cowboy boots. Also unacceptable are shoes that pose a safety risk to self and/or other students /staff. Snow Boots may be worn to and from school when snow is on the ground – students must change into other shoes during the day.

Socks: are mandatory

Boys: Socks (White, Black, Navy)

Girls: Socks (Ankle, Knee, Foot in tights) (White, Black, Navy, Classic Navy Plaid)

Gym Class:

Boys: Saint Paul School spirit shirt/sweatshirt with Navy athletic shorts and sweatpants.

Girls: Saint Paul School spirit shirt/sweatshirt with Navy athletic shorts and sweatpants.

*Students in grades 3-7 already change for gym class.

Jewelry:

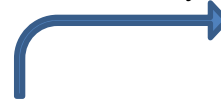
Boys/Girls: Acceptable jewelry must be safe and free from distraction to self/other students/staff and to the learning process. **Multiple bracelets is considered to be distracting.**

Special Dress Day & Other Considerations:

Logos: SPS logos are the only logos acceptable, these can be worn any day of the week.


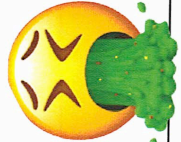




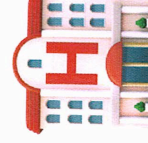

Special Dress Days: Will be announced: i.e.: Jeans day or dress down days

Unacceptable (unless specified): Hats, denim of any color, camouflage, leisure dress, dress down, flip flops, sandals.





When Should I Stay Home?

I HAVE A FEVER 	I AM VOMITING 	I HAVE DIARRHEA 	I HAVE A RASH 	I HAVE A COUGH OR IT IS DIFFICULT TO BREATHE 	I HAVE AN EYE INFECTION 	I HAVE BEEN IN THE HOSPITAL 	I CANNOT TASTE OR SMELL 
Temperature of 100° F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with oozing, drainage or fever	Within the past 24 hours **DO NOT delay medical treatment if you are struggling to breathe**	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit	Within the past 24 hours

I am ready to go back to school when I am...

Hospital Fever free without assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash or fever and have been evaluated by my doctor if needed.	Evaluated by my doctor if needed.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.	Evaluation by my doctor before returning to school
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

0720-3596

Appendix D - 4511.81 Child restraint system - child highway safety fund.

(A) When any child who is in either or both of the following categories is being transported in a motor vehicle, other than a taxicab or public safety vehicle as defined in section [4511.01](#) of the Revised Code, that is required by the United States department of transportation to be equipped with seat belts at the time of manufacture or assembly, the operator of the motor vehicle shall have the child properly secured in accordance with the manufacturer's instructions in a child restraint system that meets federal motor vehicle safety standards:

(1) A child who is less than four years of age;

(2) A child who weighs less than forty pounds.

(B) When any child who is in either or both of the following categories is being transported in a motor vehicle, other than a taxicab, that is owned, leased, or otherwise under the control of a nursery school or day-care center, the operator of the motor vehicle shall have the child properly secured in accordance with the manufacturer's instructions in a child restraint system that meets federal motor vehicle safety standards:

(1) A child who is less than four years of age;

(2) A child who weighs less than forty pounds.

(C) When any child who is less than eight years of age and less than four feet nine inches in height, who is not required by division (A) or (B) of this section to be secured in a child restraint system, is being transported in a motor vehicle, other than a taxicab or public safety vehicle as defined in section [4511.01](#) of the Revised Code or a vehicle that is regulated under section [5104.015](#) of the Revised Code, that is required by the United States department of transportation to be equipped with seat belts at the time of manufacture or assembly, the operator of the motor vehicle shall have the child properly secured in accordance with the manufacturer's instructions on a booster seat that meets federal motor vehicle safety standards.

(D) When any child who is at least eight years of age but not older than fifteen years of age, and who is not otherwise required by division (A), (B), or (C) of this section to be secured in a child restraint system or booster seat, is being transported in a motor vehicle, other than a taxicab or public safety vehicle as defined in section [4511.01](#) of the Revised Code, that is required by the United States department of transportation to be equipped with seat belts at the time of manufacture or assembly, the operator of the motor vehicle shall have the child properly restrained either in accordance with the manufacturer's instructions in a child restraint system that meets federal motor vehicle safety standards or in an occupant restraining device as defined in section [4513.263](#) of the Revised Code.

(E) Notwithstanding any provision of law to the contrary, no law enforcement officer shall cause an operator of a motor vehicle being operated on any street or highway to stop the motor vehicle for the sole purpose of determining whether a violation of division (C) or (D) of this section has been or is being committed or for the sole purpose of issuing a ticket, citation, or summons for a violation of division (C) or (D) of this section or causing the arrest of or commencing a prosecution of a person for a violation of division (C) or (D) of this section, and absent another violation of law, a law enforcement officer's view of the interior or visual inspection of a motor vehicle being operated on any street or highway may not be used for the purpose of determining whether a violation of division (C) or (D) of this section has been or is being committed.

(F) The director of public safety shall adopt such rules as are necessary to carry out this section.

(G) The failure of an operator of a motor vehicle to secure a child in a child restraint system, a booster seat, or an occupant restraining device as required by this section is not negligence imputable to the child, is not admissible as evidence in any civil action involving the rights of the child against any other person allegedly liable for injuries to the child, is not to be used as a basis for a criminal prosecution of the operator of the motor vehicle other than a

prosecution for a violation of this section, and is not admissible as evidence in any criminal action involving the operator of the motor vehicle other than a prosecution for a violation of this section.

(H) This section does not apply when an emergency exists that threatens the life of any person operating or occupying a motor vehicle that is being used to transport a child who otherwise would be required to be restrained under this section. This section does not apply to a person operating a motor vehicle who has an affidavit signed by a physician licensed to practice in this state under Chapter 4731. of the Revised Code or a chiropractor licensed to practice in this state under Chapter 4734. of the Revised Code that states that the child who otherwise would be required to be restrained under this section has a physical impairment that makes use of a child restraint system, booster seat, or an occupant restraining device impossible or impractical, provided that the person operating the vehicle has safely and appropriately restrained the child in accordance with any recommendations of the physician or chiropractor as noted on the affidavit.

(I) There is hereby created in the state treasury the child highway safety fund, consisting of fines imposed pursuant to division (K)(1) of this section for violations of divisions (A), (B), (C), and (D) of this section. The money in the fund shall be used by the department of health only to defray the cost of designating hospitals as pediatric trauma centers under section 3727.081 of the Revised Code and to establish and administer a child highway safety program. The purpose of the program shall be to educate the public about child restraint systems and booster seats and the importance of their proper use. The program also shall include a process for providing child restraint systems and booster seats to persons who meet the eligibility criteria established by the department, and a toll-free telephone number the public may utilize to obtain information about child restraint systems and booster seats, and their proper use.

(J) The director of health, in accordance with Chapter 119. of the Revised Code, shall adopt any rules necessary to carry out this section, including rules establishing the criteria a person must meet in order to receive a child restraint system or booster seat under the department's child highway safety program; provided that rules relating to the verification of pediatric trauma centers shall not be adopted under this section.

(K) Nothing in this section shall be construed to require any person to carry with the person the birth certificate of a child to prove the age of the child, but the production of a valid birth certificate for a child showing that the child was not of an age to which this section applies is a defense against any ticket, citation, or summons issued for violating this section.

(L)

(1) Whoever violates division (A), (B), (C), or (D) of this section shall be punished as follows, provided that the failure of an operator of a motor vehicle to secure more than one child in a child restraint system, booster seat, or occupant restraining device as required by this section that occurred at the same time, on the same day, and at the same location is deemed to be a single violation of this section:

(a) Except as otherwise provided in division (L)(1)(b) of this section, the offender is guilty of a minor misdemeanor and shall be fined not less than twenty-five dollars nor more than seventy-five dollars.

(b) If the offender previously has been convicted of or pleaded guilty to a violation of division (A), (B), (C), or (D) of this section or of a municipal ordinance that is substantially similar to any of those divisions, the offender is guilty of a misdemeanor of the fourth degree.

(2) All fines imposed pursuant to division (L)(1) of this section shall be forwarded to the treasurer of state for deposit in the child highway safety fund created by division (I) of this section.

Amended by 129th General Assembly File No.128, SB 316, §120.01, eff. 1/1/2014.

Appendix E – Panther Paws Chart



When Student has achieved "PAWS" and continues to show Panther Pride, they earn a Panther ticket to be filled out by an adult and placed in the showcase. At the end of each month the tickets will be pulled from a hat during lunch and students will earn a



Student may move UP a color when he/she has been spotted:
Polite & respectful
Appropriate actions
Working hard
Service



All students start on GREEN every day.



After the first offense, the student will be asked to change his/her card from green to yellow. This is a warning to the child that the behavior needs to improve or change

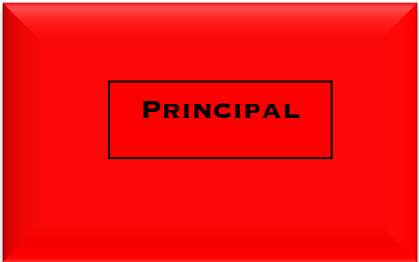


If the child continues to disrupt or act inappropriately, then the card is changed to blue. This means the child will write / answer questions for character education. The teacher will decide when this is to be done, recess or class time. Finished assignment is

If behavior continues, card changes to orange. Parents will be notified by phone before 3:30 to explain the student's day and reasons why orange card happened.



If behavior warrants another change of card it will be red. This is when the student will be sent to the principal. Here the principal will intervene and determine when the student is ready to return to class, schedule a parent conference, or



Appendix F – Saint Paul School Discipline Referral

Saint Paul School Discipline Referral

Student _____ Referring Staff _____ Quarter _____

Grade Level _____ Incident Date _____ Incident Time _____

Location

- Classroom Playground Hallway Restroom Cafeteria Computer Room
 Office Parking Lot Bus Library Gym Art Room
 Recess Church Music Room Other _____ Field Trip _____

Problem Behavior

- Disrespect Technology Violation Inappropriate Language Dress Code Violation
 Defiance Multiple Behavior Violations Refusing to Work Stealing
 Bullying Damage of School Property Hitting / Fighting Other _____
 Forgery Inappropriate Gestures Cheating No Zero Zone ___ Times

Possible Motivation

- Obtain peer attention Avoid Peer(s) Other _____
 Obtain adult attention Avoid Adult(s)
 Avoid tasks / activities Unknown Motivation

Others Involved

- None Peers Staff Teacher Substitute Unknown Other

Comments: Please provide details of problem behavior including details on previous actions taken.

Student Response

Administrative Decision (for major infraction)

- Time in office Lunch in office In-School suspension
 Conference with student Writing assignment Out-of-school suspension
 Parent contact Loss of recess Other Administrative Decision
 Detention AM PM Loss of specials class

Administrator Comments

Administrator Signature _____ Date Seen _____ Time left office _____

Parent Signature _____



Parent Contact Think Sheet

Today I didn't make very good choices but I know I will learn from this and try my best to do better tomorrow.



I had trouble with:

- Listening Following Directions Being Respectful
- Being Safe Being Responsible Other: _____

I am on Parent Contact because _____

Next time I promise to _____

Parents:
 Please discuss this note with your child at
 Then, sign and return to school tomorrow.
 Thank you for your support!

_____ Student Signature home.

_____ Teacher Signature

_____ Parent Signature



