

SAINT PAUL SCHOOL PARENT/STUDENT HANDBOOK

2011-2012

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SAINT PAUL SCHOOL

MISSION STATEMENT

The mission of Saint Paul School is to live the love of God and the love of neighbor while challenging each person to reach academic, social and spiritual potential.

BELIEF STATEMENT

As Catholic School Educators, we recognize our responsibility to each student to aid religious, academic, psychological, social and physical development.

Therefore, we believe:

- 1) We are called to instruct each student in the Catholic faith while providing opportunities to practice that faith in a Christian atmosphere.*
- 2) In the dignity and individuality of each person.*
- 3) In an environment conducive to learning and encouraging each student to work to his/her potential.*
- 4) Our students will be prepared to go out into the world and be faithful, essential, caring, and giving members of our society.*
- 5) In fostering respect for others, a healthy self-image, and a sense of responsibility within each child*
- 6) Parish and parental involvement is important.*

SAINT PAUL SCHOOL FACULTY AND STAFF

| | | |
|------------------------|-----------------------------|-------------|
| Mr Robert Brodbeck | Principal | |
| | <u>Grade</u> | <u>Room</u> |
| Mrs Susan Reardon | Pre-K | 22 |
| Mrs. Ruth Dietzel | K | 20 |
| Mrs. Suzanne Inglis | 1 | 23 |
| Miss Mary Means | 2 | 25 |
| Mrs. Jessica Davis | 3 | 210 |
| Mrs. Janet Hazlett | 4 | 212 |
| Mrs. Shelly Pixler | 5 | 214 |
| Miss Kristin Konopka | 6 | 301 |
| Mr. Sean Collins | 7 | 304 |
| Mrs. Erin Bennett | 7 | 305 |
| Mr. Judson Hartman | 8 | 302 |
| Miss Christine Ehasz | Physical Education/Computer | |
| Mr. Timothy Longfellow | Music | |

| | |
|-------------------------|-----------------------------|
| Mrs. Anne Wright | Spanish |
| Mrs. Mary Ann DeKemper | Secretary |
| Mrs. Cheryl Childress | Librarian/Kindergarten Aide |
| Mrs. Ruth Casalnuova | Remedial Math |
| Mrs. Lori Wammes | Remedial Reading |
| Mrs. Karen Heichel | School Psychologist |
| Ms. Deborah Dobol | Counselor |
| Ms. Jennifer Fall | Speech/Hearing |
| Mrs. Barbara Marras | LD Tutor |
| Mrs. Teresa Lloyd | Government Clerk |
| Mrs. | Nurse |
| Mrs. Lisa Morelli | Health Aide |
| Mrs. Beth Reining | Cafeteria |
| Mrs. Patricia Booth | Cafeteria |
| Mrs. Charlotte Hertzig | Coordinator, PSR |
| Reverend Ralph Thomas | Pastor |
| Reverend Matthew Ischay | Parochial Vicar |
| Mr. John Gless | Maintenance |
| Mrs. Beth Reining | Maintenance |
| Mrs. Peg Muncey | Maintenance |
| Mr. David Nesline | Maintenance |

DAILY SCHEDULE

| | |
|-------------|-------------------------|
| 7:40 | ENTRANCE BELL |
| 7:50 | CLASSES BEGIN |
| 11:35-12:05 | GRADES PreK, K -LUNCH |
| 11:45-12:10 | GRADES 1,2,3,4 -LUNCH |
| 12:05-12:30 | GRADES PreK, K, -RECESS |
| 12:10-12:30 | GRADES 1,2,3,4 -RECESS |
| 12-15-12:35 | GRADES 5,6,7,8 -LUNCH |
| 12:35-12:55 | GRADES 5,6,7,8 -RECESS |
| 2:45 | DISMISSAL |

ALL STUDENTS NOT ENGAGED IN AFTER-SCHOOL
ACTIVITIES MUST BE OUT OF BUILDING AND OFF
THE PREMISES.

**CALENDAR
SAINT PAUL SCHOOL, AKRON, OHIO
2011-2012**

| | | |
|------------------|----------------|---|
| AUGUST | 17 to 22 | First Days of School for Teachers |
| AUGUST | 23 | FIRST DAY OF SCHOOL FOR STUDENTS Gr K-8 (Staggered Schedule for Kindergarten) |
| SEPTEMBER | 5 | NO SCHOOL - Labor Day |
| SEPTEMBER | 6 | FIRST DAY OF SCHOOL FOR PRE-K |
| SEPTEMBER | 23 | NO SCHOOL – Professional Development Day |
| OCTOBER | 7 | NO SCHOOL – Professional Development Day |
| OCTOBER | 21 | *End of First Quarter |
| NOVEMBER | 2 to 10 | Grade 1 Cognitive Abilities Tests |
| NOVEMBER | 3 | PARENT-TEACHER CONFERENCES |
| NOVEMBER | 4 | NO SCHOOL |
| NOVEMBER | 23,24, | 25 NO SCHOOL – THANKSGIVING VACATION |
| DECEMBER | 22 to | NO SCHOOL - |
| JANUARY | 3 | CHRISTMAS VACATION |
| JANUARY | 4 | CLASSES RESUME |
| JANUARY | 13 | NO SCHOOL – Professional Development Day |
| JANUARY | 16 | NO SCHOOL - Martin Luther King Day |
| JANUARY | 20 | *End of Second Quarter |
| JANUARY | 29 to | CATHOLIC SCHOOLS WEEK |
| FEBRUARY | 4 | |
| FEBRUARY | 9 | PARENT-TEACHER CONFERENCES |
| FEBRUARY | 10 | NO SCHOOL |
| FEBRUARY | 20 | NO SCHOOL - Presidents Day |
| FEBRUARY | 27 to | |
| MARCH | 15 | Iowa Tests of Basic Skills (Gr 1-7) |
| MARCH | 16 | NO SCHOOL – Professional Development Day |
| MARCH | 30 | *End of Third Quarter |
| APRIL | 3 | Writing Proficiency Tests – Gr 3,,5,7 |
| APRIL | 6 | NO SCHOOL - |
| APRIL | 13 | EASTER VACATION |
| APRIL | 16 | CLASSES RESUME |
| MAY | 11 | NO SCHOOL – Professional Development Day |
| MAY | 28 | NO SCHOOL – Memorial Day |
| JUNE | 1 | LAST DAY OF SCHOOL FOR PRE-K |

| | | |
|------|--------------------|---------------------------------|
| JUNE | 4 | EIGHTH GRADE GRADUATION |
| JUNE | 6 | FINAL DAY OF SCHOOL - Gr K-7 |
| JUNE | 7 | Last Day of School for Teachers |
| JUNE | 8, 11, 12,13,14 | Weather Emergency Days |

ADMISSION/READMISSION - (ON ANNUAL SCHOOL YEAR BASIS)

No students will be accepted from another school until all obligations are satisfactory with the former school. The student's last Report Card must be presented and the student may be required to be tested for placement prior to acceptance.

In accordance with Diocesan policy -- no students will be accepted if they are seeking admission in order to avoid the racial desegregation of their former school. When students seek admission to Saint Paul School at the normal entry grade, the school may properly assume that the requested admission is for legitimate and proper reasons. The normal entry grade is Kindergarten.

Saint Paul Elementary School does not discriminate on the basis of sex, race, creed or color, religion, national origin, or physical disability or impairment, in the administration of its academic and admissions policies, f and other school-administered services.

Applications for Kindergarten will be taken in February. Registration will follow in this order: (1) Siblings of students presently enrolled at Saint Paul School, (2) Children of parishioners just beginning school, and (3) Children of non-parishioners. At this time, a Bookbill/Registration Fee will be due.

AFTERCARE

After care services are available to all families who register their child(ren) (\$5.00 per child registration fee) for the Aftercare Program. The hours for extended care are from 2:45 P.M. until 6:00 P.M. There is a charge of \$3.50 per hour for each child. If there are two or more children per family the charge is \$1.50 per hour for the second, third and fourth child. The balance is computed weekly on Fridays and is expected to be paid weekly or bi-weekly. Extended non-payment may result in the removal of your child(ren) from the program.

ATTENDANCE

Academic progress demands daily attendance. **Therefore, absence from school for vacation trips is discouraged.** It would be advisable to plan vacations around the school calendar and the testing schedules. **Teachers are not required to provide work for students prior to leaving for vacations.** All work is to be made up as an absence. The principal should be consulted about any unexpected trips. Interruptions for dental and doctor appointments should be kept at a minimum. A note from the doctor or dentist must be provided upon the students return. In view of the number of students in the classrooms, and your own child's welfare, sick children must not be sent to school. "Take Your Child To Work" is not an "excused absence". Parents are encouraged to do so when school is not in session.

In the event that your child is sick and cannot come to school, please call the school office (724-1253) before 8:30 A.M. to report that your child will be absent.

It is school policy to make a reasonable effort to contact parents/guardians by telephone in the case of unreported absence. Students are **required to bring a written note** to the teacher from the parent regarding the reason of absence upon returning to the classroom after an illness **even if the illness was made known on the telephone**. In case of an **extended** illness, assignments should be requested in the morning at the office. The teacher will send the assignments to either student's sibling or to the office by the end of the school day where parents may pick them up. **A doctor's excuse is required if student is absent five or more consecutive days** or if serious illness or injury causes lengthy absences. In case of an excessive number of absences, a letter will be mailed home notifying parents. This notification serves as a reminder that the child may be considered for non-promotion due to the extreme number of absences. In order for a quality learning experience to take place the child needs to be present in school. Absent days numbering 25 or more may cause the school to file a report with the Juvenile Courts.

CHILD ABUSE/NEGLECT

Ohio Law requires teachers/principals/school authorities who know or suspect abuse or neglect of a child to report immediately to the Department of Children's Services

CHILD CUSTODY

In case of a divorce or separation, a certified copy of the **entire** Court Order, stating who has custody of the child, shall be sent to the office. The parent with custody receives all reports and school communications, but may request two copies so that he/she may share the reports with the non-custodial parent. A "Custodial Parent Information Form" must be signed and kept in the student's file in the school office. Non-custodial parents may receive information by providing the child's teacher with stamped, self-addressed envelopes throughout the year.

DISCIPLINE POLICY

The basic principle of discipline for our Catholic school classroom is based on our Mission Statement to live the love of God and our neighbor.

Our goal is to instill in each child a sense of self-discipline and responsibility. **STUDENTS AND PARENTS MUST BE WILLING TO ACCEPT THE CONSEQUENCES OF UNACCEPTABLE BEHAVIOR.**

Conduct, whether inside or outside the school, that is detrimental to the reputation of the school will be handled by the Principal and Pastor.

At the beginning of the school year, each teacher will outline classroom rules which will provide the best learning environment for all students and consequences for positive and negative behavior.

METHODS FOR HANDLING BEHAVIOR THAT VIOLATES THE CODE OF CONDUCT are listed in order of severity:

- *teacher intervention
- *teacher issued Detention or Discipline Report
- *teacher/parent and/or student conference
- *referral to the Principal
- *Suspension
- *Disciplinary Contract
- *referral to the Pastor
- *Expulsion

Students who serve as Student Council Representatives, Class Officers, etc., shall be removed from their positions if their behavior is unacceptable.

The following are some examples of unacceptable conduct in Saint Paul School and a Discipline Report will be issued. A Detention may be issued as part of the Discipline Report.

- disturbs class
- does not cooperate
- disrespectful to teacher
- failure to follow classroom rules/Dress Code
- unacceptable language or gestures

All reports are to be signed by parents and returned the following day. If a report is not signed by a parent, a phone call will be made the following day. A student receiving a total of three Discipline Reports, Detentions, or a

combination of both in one quarter will serve an In-school Suspension. A student who receives a second combination of three will instead serve an Out-of-School Suspension on a date determined by the Principal. This Suspension will follow the guidelines outlined on Page 8. A second Out-of-School Suspension will automatically warrant the student to be placed on a Behavior Contract. If unacceptable behavior continues, Expulsion may be deemed necessary.

These behaviors will receive suspensions depending on the incident as determined by teacher and principal/head teacher.

- *use, possession, attempted use, sale, or transmission of drugs, alcohol, tobacco, or weapons
- *truancy or unauthorized leaving of school property
- *defying a person in authority or interfering with a teacher's conducting of a class
- *endangering the safety of anyone/anything
- *stealing, vandalism, or destruction of parish property or anything on parish or school property
- *repeated acts of misconduct
- *fighting/assault

ELASTIC CLAUSE

Because it is impossible to foresee all problems which arise, this clause empowers Faculty and Administration to take disciplinary action for any behavior which violates the spirit and philosophy of St. Paul School even though not specified in this Code of Conduct.

GANGS/WEAPONS/SUBSTANCE ABUSE:

Youth gangs, gang related activities, substance abuse, use, possession, sale or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored functions are prohibited. **Violations of these policies shall warrant immediate notification of parents and/or police, suspension, and possible expulsion.**

DISCIPLINARY CONTRACT

More than one Suspension will result in a Disciplinary Contract. This contract for improved behavioral standards shall be signed by parent, student, teachers, and principal. The contract will be re-evaluated at an agreed time determined by the teacher(s) and principal. Failure to comply will lead to Probation, and the student's entitlement to continued enrollment.

SUSPENSION:

A student receiving an Out-of-School Suspension is responsible for work and tests missed that school day. A notice of Out-of-School Suspension will become part of the student's permanent Record.

PROBATION:

A student may be placed on probation for either violating the Discipline Policy, not complying with the Contract for Behavior Change or being suspended during the school year.

Pastor and/or principal, teachers, parents, and student involved will meet for a conference and to sign probation papers. Probation is formal notice that a student may be asked to transfer to another school if the behavior patterns do not change.

It is understood that a student on probation will not participate in any parish sponsored athletic program during that time and will be removed from holding a Class Office or Student Council position.

EXPULSION:

"Expulsion of a student from school is a serious matter. The principal and/or pastor may deem an action by student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor.

Expulsion may be enforced for the following reasons:

- disrespect for the Catholic faith and religious practices.
- physical assault on any person
- possession or sale of items deemed dangerous to the welfare of the students.
- defiance of school policy after imposition of Discipline Code measures and probation status.

In most cases students who are candidates for expulsion will be granted a conference with the principal. After the conference, if removal from school is determined by the principal, parents will be given the option of transferring the student to another school so as to avoid an official expulsion on the student's record.

SCIENCE LAB/ COMPUTER LAB

Students will:

- 1) Follow all written and verbal instructions given by teacher.
- 2) Carry out good housekeeping practices
- 3) Conduct themselves in a responsible manner at all times in a laboratory situation.
- 4) Be responsible for any damage or breakage caused by carelessness and will pay the cost of repair or replacement.

CAFETERIA BEHAVIOR

- 1) When entering and leaving the cafeteria, students **are to be quiet in the halls.**
- 2) Hats are never permitted to be worn in the building, especially in the cafeteria.
- 3) Students should remain seated and raise their hand if they need help.
- 4) Noise needs to be kept at a moderate level especially in the serving line so that menu choices can be heard by the cooks.
- 5) When excused from tables to empty any remaining food or liquid into the bins provided, **stack** the disposable trays and throw away the utensils. Students are **responsible** for their own left-over food, wrappers, bags, etc. that are on the table and floor. They are expected to help keep the cafeteria clean and safe for all.
- 6) After cleaning up, return to seats until dismissed for tutoring or recess. Supervisors will lead the classes outside or upstairs.
- 7) Students are not to stop at the office without a supervisor's permission.
- 8) **All food is to be eaten in the cafeteria, not in halls or on the playground.**
- 9) Direct communication with parents will be necessary for unacceptable behavior. Students may lose cafeteria privileges and/or have to eat alone at another table or in the office.

PLAYGROUND

We expect common courtesy, cooperation, and respect on the playground.

In order to facilitate the safety and well-being of all children, the following rules will apply to the playground during recess/lunchtime.

- 1) Rough play of any kind is prohibited.
- 2) No spitting -- ever!!
- 3) No food, candy, or gum on playground!!
- 3) Children must play in assigned areas on the blacktop only!
- 4) Only school supplied balls may be used. (Balls are not to be kicked.)
- 5) If a child has a note from parent to stay inside during recess, (extreme cases, only! - following surgery, etc), that child will go to the cafeteria with his/her classwork or library book until recess is over.
- 6) **Students may never leave the playground or cross the street for any reason.**

Parents who volunteer to supervise the playground and/or cafeteria are performing an important service to parents, school children and school staff. On the playground they are asked to circulate with the teacher on duty among the children and handle minor offenses when they arise or refer students to teacher on duty. All serious offenses are to be brought to the attention of the Principal.

DRESS CODE

ALL STUDENTS MUST BE IN UNIFORM ON THE FIRST DAY OF SCHOOL!

BOYS:

Uniform Pants: Navy – **(Khaki – Jr Hi)** (No Rivets!)
Uniform Walking Shorts: Navy
Shirt: White or Powder Blue Dress Shirt or Polo Shirt
Turtleneck: White
Belt: (Gr 4-8).
Socks: Dress Crew: Navy, Khaki, White (No socks below the ankle!)

Optional: Uniform Sweaters or Vest: (Navy, Green, Red)
Sweatshirts (Red or Green)
purchased from Schoolbelles at Lowry's Only!
Belt - Gr K-3

GIRLS:
of the knee!

Length of Uniform Jumper, Skirt or Skort is to be no shorter than the top

GRADES K-3

Jumper or Skort: Schoolbelles at Lowry's **PLAID ONLY!!**
Uniform Blouse; Turtleneck; Polo Shirt: White
School Sweatshirt: Green or Red Ordered from Schoolbelles at Lowry's Only!
Socks: Crew or Knee Hi's: White, Navy, Red, or Green (No socks below the ankle)
Tights: White, Navy, Red, or Green

GRADES 4, 5, 6, 7, 8

Skirt or Skort: **PLAID** from Lowry's or Schoolbelles **ONLY!!**
Girls in Gr 4 may wear Jumper, Skirt, or Skort
Blouse; Polo Shirt; Turtleneck: White Uniform
Mandatory Vests: Navy, Green, or Red Uniform purchased from Schoolbelles at Lowry's only! Worn with Skirt, Skort, or Slacks or Shorts
School Sweatshirt : Green or Red . Ordered from Schoolbelles at Lowry's Only!
Belts: On pants with loops!
Socks: Crew or Knee Hi's: White, Navy, Red, or Green (No socks below the ankle)
Tights: White, Navy, Red, or Green

OPTIONAL (All Girls)

Uniform Walking Shorts: Navy
Slacks: Navy (or Khaki – Jr Hi) Twill or Uniform Slacks ONLY (No Rivets)
Uniform or V-Neck Sweaters purchased from Schoolbelles at Lowry's:
(White, Red, Navy, Green)

PHYS. ED.:

Year-Round Uniform: Orange T-Shirt; Black Knee- Length Gym Shorts;
White Socks, Tennis shoes that fasten.
(No slip-ons or lights)

Outside Uniform White Long Sleeve Crew Neck Sweat Shirt
On Cool Days: Black Sweat Pants (No snaps) worn over Gym Uniform

ALL GYM CLOTHES AVAILABLE AT SCHOOLBELLE'S AT
LOWRY'S
ALL GYM SHOES MUST BE CARRIED INTO THE GYM!

**ALL
STUDENTS:**

EVERY ARTICLE OF CLOTHING MUST BE LABELED WITH NAME.

SHIRTS AND BLOUSES: Properly buttoned and tucked in.

PANTS: Loose fitting and full length down to the visible cuff or hem
which meets the back of the shoe.

UNIFORM WALKING SHORTS: (No shorter than 2 inches above the knees)

Permitted to be worn from first day of school until October 1

and from May 1 until last day of school.

SHOES: **Saddle Oxfords or suitable SOLID COLOR school shoes.**

No tennis shoes, sandals, clogs, sling backs, boots,
or any type of athletic shoes may be worn in class!

(Gr K-3): Shoes Should Have Rubber Soles and fasten!

(Gr 5-8): Heels No Higher Than 2 Inches (Sole Included) (Measured
from Top Back of Heel Where Heel Meets Shoe)

**SCHOOL SHOES WILL BE AVAILABLE FOR PURCHASE AT
SCHOOLBELLE'S AT LOWRY'S**

HAIR: Clean. Style and length to be discrete and moderate.

No bleached, dyed or streaked hair on boys or girls.

Boys hair must be above the collar in back, above the ears, and at least
one inch above the eyebrows.

MAKE-UP: No make-up will be worn and only CLEAR nail polish.

JEWELRY: Small and unobtrusive. No dangling earrings or more than 2 per ear!

No chains, chokers, bracelets or bands on boys or girls.

SCOUT UNIFORMS: May be worn on meeting day.

NOT PERMITTED:

Hoodies in Class

SOCKS BELOW THE ANKLE!!

Earrings, or facial hair on males!

Offensive Tee Shirts on Field Trips or Dress Down Days

JUNIOR HIGH: GRADES 6,7 & 8

KHAKI UNIFORM PANTS MAY BE WORN BY 6TH, 7th, and 8th

FIELD TRIPS AND DRESS UP/DRESS DOWN DAYS:

Students who do not comply with the following guidelines will be unable to attend the Field Trip.

Girls: Dresses/Skirts no shorter than two inches above knee.

No form-fitting dresses or tops, and/or skirts.

No sleeveless tops/ tops with writing. Tops must be long enough.

Unless otherwise stated, shoes follow regular school Dress Code.

Boys Shorts must be "walking shorts" and no shorter than two inches above knee.

School shoes must be worn unless otherwise stated.

Tops must have a collar and no writing on them.

Dress Down Days: No frayed, torn or damaged jeans or shorts.

School shoes or neat, clean, laced tennis shoes.

The Principal reserves the right to make the final decision about appropriateness of any student's appearance.

ELECTRONIC DEVICES:

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In order to encourage a serious atmosphere of work and study in the school, Electronic devices are not to be visible or audible in the school building unless for the specific purpose of a classroom assignment under the supervision of a teacher.

Possession of cell phones in school is discouraged; but if deemed necessary by parent, must be turned off and kept in locker.

Violation of the policy will result in confiscation of said device. Parents may retrieve device after twenty four hours. Second offense will result in an In-School Suspension.

Saint Paul School is not responsible for lost electronics!

FIELD TRIPS:

Field Trips are educational excursions which are pre-planned learning experiences related to the curriculum.

Field Trips are privileges, not rights! Written parental permission must be obtained prior to each excursion. If the signed form is not returned, the student will remain in school and work on assignments given by the teacher. Children who have been behavior problems may be excluded from a field trip. Field Trip fees are not refundable. Parents driving for field trips will carry Permission Slips with them of all students in their car. The drivers are to check in at the office when returning the students to school.

Eighth Graders may not be excused to visit High Schools.

SEAT BELTS: The Akron Regional Board of Catholic Education is recommending the following seat belt policy for the safety of all school children in the Southern Region: For all school excursions when private drivers volunteer to transport students, seat belt use must be required. No child should be placed in a seat belt with air bag. No open convertibles will transport students on a field trip. No person under the age of twenty-one may drive on a field trip; nor should any driver smoke in a car transporting students.

GOVERNMENT SERVICES

The Counselor, Math, Reading, Speech Teachers, and Psychologist have a flexible enrollment of students based on tests and teachers' and parents' input. All students are able to obtain the help they need from these professionals.

HOMEWORK:

Since homework is an outgrowth of classwork, parents are responsible for:

- providing a proper environment for the completion of assignments.
- supporting the authority of the teacher assigning the work.
- showing an interest in the child's work.
- checking neatness and completeness.
- giving individual help when needed.
- encouraging the child, rather than doing the work for him/her.

If a student is absent , his/her teacher will automatically send homework to the office where it can be picked up anytime after 2:45 P.M.

Students will have as many days as they have been absent to make up assignments. For instance, if student is absent three days, he/she will have three days to make up the work. **Continually missed homework will require a conference with parent, teacher, student, and principal. The student may be required to stay after school to make up assignments if this becomes a chronic problem.**

ILLNESS OR INJURY

The parent is responsible IMMEDIATELY for completing the Emergency Card, providing names of persons who can be reached in the event of a child's illness or injury and who will be able to get the child home. Parent's signature needs to be signed on both front and back of card.

When a child becomes ill at school, he/she may not leave the premises without the permission of authorized personnel. An ill child may be released from school only to his parent or other authorized person.. No child will be sent home alone or to an unsupervised home. If a student needs to leave school for illness or a doctor's appointment, they are to be picked up at the Clinic where you will sign them out.

YOUR CHILD CAN GO TO SCHOOL WITH:

- * A stuffy nose, but not wheezing
- * Mild wheezing that clears after giving medicine
- * The ability to do his usual daily activities

KEEP YOUR CHILD HOME WITH:

- * Evidence of infection, sore throat, or swollen, painful neck glands
- * A fever over 100 degrees F. orally; face hot and flushed
- * Wheezing that continues to be labored one hour after medication is given
- * Weakness or tiredness that makes it hard to take part in usual daily activities
- * Difficulty breathing
- * Rash, Pink Eye, Lice, Scabies, Ring Worm, etc.

If you think your child is too ill to go out for recess or lunch time play, he/she is probably too ill to attend school.

MEDICATION:

--Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time and duration of the medication, and possible side effects. This also pertains to over the counter medication

--Medication must be in the original container (child proof) and have an affixed label, including the student's name, name of the medication, dosage, route of administration, and the time of administration. **No medicine may be kept in the classroom by student.**

--The medication and the signed permission forms must be brought to the school by the parent/guardian.

--No medicated cough drops may be brought to school!!!

--New request forms must be submitted each school year and as necessary for changes in medication order.

FIRST AID:

The school aims to enforce rules that will protect your child from accidents. If accidents occur, first aid will be administered and action taken according to your instructions on the Emergency Card. You will be notified immediately.

Parents must sign students out in the Clinic when they leave school for any reason.

IMMUNIZATION:

State Law requires that the school have a written record of each child's proof of immunization. (Sec. 3513.13 rev. 1982) Ohio Revised Code.

Ohio Law now requires all students entering Seventh Grade to receive a second DPT.

INTERIM REPORTS

Interim Reports are sent to parents in the middle of each grading period to indicate that a student is having academic and/or behavior difficulties.

Aside from Interims, unless serious academic problems exist, daily reports on a Sixth, Seventh, or Eighth Grade student's progress should not be expected in order to promote the student's responsibility for her/his school work.

LUNCH

All children are to eat in the cafeteria. **Proper table manners are to be used and each student is expected to clean up after himself/herself.** No child may leave the school grounds for lunch without a parent.

Applications for Free or Reduced Price Lunches are sent home the first week of school. If students were on this program last school year, they will automatically be on the same program until October 1. By then the new applications will go into effect.

Children bringing packed lunches should have them clearly marked with name, grade, and room number.
No carbonated beverages or liquids in glass containers may be brought to school.
Students in Grades Pre-K to 5 without lunches will be required to call parent.
Forgotten lunches should be dropped off at the office only.

While in the cafeteria, child(ren) are to be responsible for their own money, lunch tickets and holders, computer work, etc. It may not be possible for them to return to their classrooms during the lunch time.

PURCHASED LUNCHES will be ordered and paid for on a monthly basis. Menus and tickets will be sent home during the middle of the month on a Tuesday to each child and returned on Friday of the same week for the following month's lunches.

TICKETS:

Complete each ticket with name, grade, and room number for each child.

Colored ticket: Circle **ALL** the dates for ordering a lunch (which includes milk) for each child on a separate ticket. (Color of lunch ticket changes monthly.) See Alternate Menu Information Form at the back of this Handbook.

In the lower left hand corner, indicate total number of lunches ordered on the colored ticket.

White ticket: Circle **ALL** the dates for ordering milk only on the white ticket **which is for milk only!**

All tickets for each family are returned with the eldest child in the envelope provided, marked, **Lunch - Milk.** Calculate total amount due and enclose cash, check, or money order in the envelope. (EXACT AMOUNT ONLY!) Because of Federal Guidelines, **DO NOT** put the amount of money on the outside of the envelope. Checks and money orders are made payable to St. Paul Cafeteria. Return unused tickets if not ordering. There is a .25 charge for tickets or plastic ticket holders that need to be replaced.

COST: Student lunches -Refer to Monthly Menu

Cash refunds will not be given. Credits for days the child is absent can be adjusted on the following order. Adjustments must be indicated on the envelope. Lunch credits must be taken before the end of the current school year. No credits will carry over to the next year.

If student chooses not to take a lunch once ordered, **NO CREDIT WILL BE GIVEN.** Also, no credit or charges will be allowed.

OFFER VERSUS SERVE PROGRAM: Students are offered five food items each day. They may take all five items, but must take at least three food items in order for the lunch to qualify for federal reimbursement. Students should check menu in classroom before lunch to aid with choices.

Packers and buyers may sit together -- but by classroom.

After the last buyer (ticket holder) in each lunch period is served, students who pack their lunch may purchase any food that is still available.. Students purchasing just milk should hand their white milk ticket to the adult distributing milk.

MONTHLY CALENDAR/NEWSLETTER

A monthly calendar and Newsletter of school events is sent home by the first of each month with all school children. Please take the time to read it. This and other school information may also be found on the school's Website **www.stpaulakronl.org.**

PARENT INVOLVEMENT

Parents are the primary educators of their children; and as such are expected to be involved as much as possible in school activities.

Catholic Parents are expected to attend Saturday or Sunday liturgies with their children.

Various parent events are held throughout the school year; and, an effort on your part is expected by showing interest in these activities.

Parents are encouraged to volunteer on the playground, in the cafeteria, library, as classroom aides, etc. Please contact the school office, 724-1253, if you are willing to volunteer in any way.

PARENT-TEACHER CONFERENCES

Designated conferences are held twice a year. (See School Calendar.) IF OTHER CONFERENCES ARE NECESSARY, PARENTS NEED TO MAKE APPOINTMENTS WITH THE TEACHER.

Also, parents should contact the teacher first, if there is a need for counseling or testing and she will notify the psychologist and send the necessary forms home which need to be signed.

If a problem or concern should arise about your child, the parent should first contact the teacher by note or telephone call to the school office, then proceed to the principal, pastor, and superintendent, if necessary.

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization which helps the school financially, promotes educational programs, family gatherings and is of service to teachers and students.

Parents are encouraged to become members of the PTO and be actively involved in PTO activities.

REPORT CARDS

Report Cards are issued four times a year after a nine week grading period. Students who are past due in tuition will not receive their Report Cards until tuition is current. The last Report Card of the school year will be held until all tuition and student fines are paid.

ACADEMIC ACHIEVEMENT AWARDS: After Report Cards are received, students attend an Awards Assembly to receive Highest Honors, High Honors, and Honors Certificates. Students suspended are not eligible for awards due to conduct that quarter. A breakfast is given by the P.T.O. the last week of school to all students who received Academic Awards all four quarters.

SAFETY

Please help our safety patrol by reminding your children to cross only at the patrolled areas and at the times when patrol guards are on duty. Children are not to arrive at school before 7:30 A.M. since there will not be adequate supervision both at the street corners or in the building. We cannot be responsible for students who arrive prior to this time.

However, Saint Paul School has a "Walking Club" at the Gym which meets at 7:15 A.M. every morning. Students may be dropped off there and afterwards escorted across to the school at 7:40 A.M. by Miss Ehasz.

1) ARRIVAL: ALL cars will turn right from Palmetto Avenue onto Greenlawn Avenue and stay to the left-hand curb. An adult will be at the curb and street side to help students exit cars. Pull your car down as far as the traffic control person on duty. Students will exit cars on the driver's side if possible. If not, they will exit on the passenger side and walk in front of their own vehicle. Do not pull away until your child has cleared the front of your car. More than one car at a time will empty so as to keep traffic moving.

Students will enter the building, wait in the old gym, and then proceed to their classrooms when the bell rings at 7:40 A.M.

2) DISMISSAL: At 2:45 P.M., all cars will pull on to the parking lot next to the Chapel from Brown Street to park facing the school building with engines turned OFF. All students who will be riding home in a car will be ushered to the parking area. **If you should choose to park on a side street and wait for your child, he/she must cross with a Safety Patrol Guard at the designated crosswalks only!** Do not walk across the grass or cut across the parking area. **ALL STUDENTS MUST BE PICKED UP BY 2:45 P.M. No student is permitted to stay after school without written permission from parents.** If you are late picking up your child(ren), they will be waiting in the school library.

3) WALKERS: Walkers must cross only where there is a Safety Patrol Guard. Students are to use the sidewalks and not cut across any grass around the school or Church.

4) ARRIVAL AND DEPARTURE: Students and parents are to use designated school entrance areas only and are not to enter or leave the school through the St Paul Activity Center!

5) After the first week of school, students are expected to enter school and their classrooms without parental accompaniment.

6) Staff and faculty members' cars will be permitted in the designated parking areas on the playground. Visitors and parents accompanying students on field trips should park on the spaces on the perimeter of the playground, not in the middle.

7) HALL RULES: When using stairways --Go up on the right side of the stairs and go down on the right side of the stairs. Talking should be kept to a minimum.

8) VISITORS: ALL VISITORS (INCLUDING PARENTS) MUST CHECK IN AT THE SCHOOL OFFICE AND RECEIVE A "PASS" before proceeding to any other area of the school. **All persons entering the school, must enter the main front door to the school**

19 During inclement weather, rapid fire dismissal drills are done at the end of the school day. Drivers pulling on the parking area need to stop while the drills are in progress. Also, please do not pull on to the Parking Lot when Gym classes are in session.

SEARCH AND SEIZURE

When there is a reasonable suspicion that a serious violation of a school rule has occurred (possession of stolen property, drugs, drug paraphenalia, etc.) or a criminal act has been committed, such searches may take place. These searches will be conducted by the principal in the presence of another staff member, unless an emergency exists which warrants that the teacher perform a search.

SCHOOL CLOSINGS

The Principal will call off school if severe winter weather warrants closing school. Please watch or listen for **Saint Paul School or Saint Paul, Akron**. Our school will be listed under SUMMIT COUNTY. Closings will be shown on FOX 8; NEWS CHANNEL 5; 3 WKYC; AND PAX 23. Some radio stations to listen to will be WAKR (1590 AM); WONE (97.5 FM); and WQMX (94.9 FM).

EVACUATION PROCEDURES: In case of an evacuation of the school, you will be notified via WAKR (1590 AM) , WONE (97.5 FM), WQMX (94.9 FM) radio or contacted by telephone from the rectory.

TARDINESS

A child is tardy if he is not present in the classroom when the bell rings at 7:50 A.M.

Repeated tardiness interferes with the child's progress in school, may lead to the formation of undesirable character traits, and also becomes a part of their Permanent Record. Students may not enter the building after 7:40 A.M. without a parent who must sign them in at the office. The tardy child must then procure an Admission Slip from the office before entering the classroom. **More than five tardies in a grading period will result in a conference with the parents, student, principal, and teacher. Chronic tardiness will be reported to Childrens Services Board.**

TELEPHONE CALLS

Teachers and students are not to be disturbed during class time except in an emergency. Please leave your name and telephone number with the secretary and your call will be returned as soon as possible. Teachers will attempt to return calls during their free periods or before or after school. There should be no need to contact teachers at their homes.

STUDENTS ARE NOT PERMITTED TO USE THE SCHOOL PHONE!! ARRANGEMENTS SHOULD BE MADE WITH YOUR CHILD(REN) BEFORE LEAVING FOR SCHOOL IN THE MORNING REGARDING TRANSPORTATION, WHO THEY WILL BE GOING HOME WITH, ETC. ONLY IN EMERGENCIES WILL MESSAGES BE FORWARDED TO STUDENTS!

TUITION **FOR PARISH MEMBERS:**

("A parishioner is understood to be one who is a baptized Catholic, who is registered, attends, and contributes to the parish in which he/she belongs".) Diocesan Policy Handbook, 5111.4.

The total annual tuition due for parishioners shall be \$2,900. per student for the 2011-2012 school year.

NON-PARISHIONERS: \$4,200. per child

PRE-K: \$2,400 for half-day sessions; \$4,000 for full day

PAYMENT TERMS: Tuition shall be paid at the school office in person or by mail using pre-addressed envelopes furnished by the school. **POST-DATED CHECKS WILL NOT BE ACCEPTED FOR PAYMENT OF TUITION!**

MONTHLY PAYMENT PLAN: 10 equal monthly installments due on the first day of each month, beginning August 1 and ending May 1.

FEES: All students are required to pay a \$120.00 per year Educational/Registration Fee. These fees are not refundable! Our annual fund-raiser is for the purpose of offsetting this fee -- please do your share financially!!

NON-PAYMENT:

- 1) A reminder/statement will be sent home with your child monthly.
- 2) If tuition is delinquent, student(s) will not receive Report Cards.
- 3) We will not carry accounts more than three months in arrears.
- 4) Students are subject to removal from school at anytime in the event that the tuition remains past due or reminders are persistently ignored..
- 5) Eighth graders must be up-to-date in tuition payments in order for records to be sent for High School Application in January or to be able to participate in the Class Trip or Graduation.
- 6) Registration for the next school year will not be accepted unless tuition is current.
- 7) You will still be held accountable for all unpaid tuition upon withdrawal, transfer, or completion of eighth grade.

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FINANCIAL ASSISTANCE:

Financial Aid is available to parishioners.

Information and forms concerning Financial Assistance may be secured from Mrs DeKemper.

Non-Parishioners may apply for financial aid through the Diocese of Cleveland.

All Applications for Financial Aid MUST be submitted to PSAS by the March 1 deadline in order to be considered for Financial Aid. Late Applications WILL NO LONGER BE CONSIDERED!

WITHDRAWALS/TRANSFERS/CHANGE OF ADDRESS AND/OR PHONE NUMBER:

A family moving from the parish or registering at another school should notify the secretary in ample time so that transfers and Report Cards may be prepared. Other information regarding records will be sent to the new school which the child will enter, upon the request of the receiving school.

Parents are asked to notify the school office in the event that a change of address or telephone number occurs.

APPENDIX

(As recommended by the Diocese of Cleveland)

SEXUAL HARRASSMENT POLICY:

The administration and staff of Saint Paul School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. St. Paul School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of peer sexual harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse, or demean an individual or group.

PROCEDURES TO FILE A SEXUAL HARASSMANT COMPLAINT

Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for sexual harassment complaints.

1) A complaint of sexual harassment is to be made to the principal or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.

2) The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.

3) Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of sexual harassment.

4) The need for confidentiality shall be stressed.

5) No reprisals will be tolerated against complainant(s), witness(es), or of individuals(s) involved in the investigation.

6) The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

THREATS & VIOLENCE

- Any and all student threats to inflict any harm to self or others will be taken seriously immediately.
- Whoever hears the threat should report it immediately to the principal.
- Police will be notified immediately.
- Student will be kept in the principal's office under supervision until the police arrive.
- The parent/guardian of the student who has made the threat shall be notified immediately.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- The student will be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

-Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

-Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

This policy is communicated clearly to all faculty, staff, volunteers, parents/guardians and students.

The rules and regulations in this HANDBOOK are subject to change. These rules and regulations are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make the final decisions about an issue/incident that may not be specifically stated in these pages.

UPON COMPLETION OF THE READING OF THIS PARENT/STUDENT HANDBOOK FOR SAINT PAUL SCHOOL, PLEASE SIGN AND RETURN THE BOTTOM OF THIS PAGE TO YOUR CHILD'S CLASSROOM TEACHER. THANK YOU!

I have read and understand the 2011-2012 Saint Paul School Parent /Student Handbook and am aware of the policies and procedures stated therein.

I am aware that the principal reserves the right to amend this Handbook if necessary.

I understand that adherence to these policies and procedures are a condition for admission and continued enrollment of a student at Saint Paul School – and I agree to be governed by the school rules for the education received.

Signature of Parent/Guardian