

Diocese of Youngstown
Elementary School Parent/Student Handbook

St. Paul School



2009-2010

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PHILOSOPHY OF EDUCATION AND 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 that 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.

SAINT PAUL SCHOOL MISSION STATEMENT

Saint Paul School is a Catholic Community, living and teaching as Jesus did. St. Paul School is a diocesan Roman Catholic School affiliated with the parish of St. Paul Church.

2009

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

BELIEF STATEMENTS

We believe.....

Every child enrolled at St. Paul has a right to an environment in which Catholic faith, prayer, and service are experienced in daily living.

Instruction in theology and morality is an essential part of our daily programs.

Religion is THE real life experience of Christ in the lives of our students through the various activities at our school.

The students are afforded the opportunity to prepare for and participate in sacramental celebrations, both private and communal.

Learning is based on the creative exchange of ideas and experiences.

Learning is a life long endeavor, which extends beyond the classroom.

Teachers use best practice methods and differentiated teaching strategies to reach diverse learners.

Self-esteem, sensitivity to others, and an internalization of Gospel values, specifically those of faith, conscience, freedom, and charity, are fostered through daily classroom experiences.

Faith based instruction is integrated into all curriculum areas.

Teachers use a variety of assessment tools and techniques, taking into account differences in learning modalities.

Students apply their learning in meaningful contexts.

The commitment to continuous improvement is imperative for our school and students' success.

Teachers, administrators, parents and the community share the responsibility for advancing the school's mission.

Each student is entitled to a safe educational experience, free from bullying and judgment.

Students are inspired to cause changes in society in accordance with their educational experiences and growth in faith.

The St. Paul School community nurtures civic-minded and service oriented youth.

NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE

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

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

PARENTAL ROLE

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

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

Supporting the school's mission and commitment to Christian principles;

Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;

Participating fully in school programs that are developed to support the education of their children;

Remaining informed about and involved in the religious instruction of their children.

NONDISCRIMINATION CLAUSE

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

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

GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations that may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. 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 modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will

be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the Friday of the first week of school. 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 enrollment) in the school.

SPIRITUAL DEVELOPMENT

RELIGIOUS EDUCATION

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

SACRAMENTAL PROGRAM

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

ACADEMICS

CURRICULUM

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

The school follows the diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library.

St. Paul School also offers two high school level courses for students who qualify. Ninth grade Algebra is offered during students' eighth grade year and Ninth grade Spanish is offered during students' seventh and eighth grade years.

INSTRUCTIONAL PROGRAM

Saint Paul School implements the Graded Courses of Study prepared by the Youngstown Diocesan Education Office in compliance with the Minimum Standards for Elementary Schools in the State of Ohio. We follow the Ohio State Content Standards for all curricular areas as well.

KINDERGARTEN

The students in Kindergarten receive instruction in religion, readiness activities in handwriting, mathematics and reading, as well as art, language arts, health, music, physical education, science, social studies and computer education. Classes are self contained in the full day / every day program.

GRADES ONE THROUGH FIVE

Students in each grade level receive instruction in religion, language arts, science and health, mathematics, social studies and art. In addition, instruction in art, music, Spanish and computer education is given weekly and physical education biweekly by specialists certified in those areas.

GRADES SIX, SEVEN AND EIGHT

Students in each grade level receive instruction in religion, language arts, mathematics, science/health and social studies. Classes are taught on a departmental basis. Instruction in art, music, and computer education is given weekly and physical education bi-weekly.

TEXTBOOKS/SUPPLEMENTAL MATERIAL

Textbooks are selected by the principal and teachers from approved lists prepared by the Diocesan Education Office.

EDUCATIONAL AND TECHNOLOGY RESOURCES

Classroom instruction is supplemented with a variety of educational and audio-visual

materials. These include software, on-line Internet access, Intranet e-mail, teacher web page activities, TV-computer hookup in the classrooms, audio and video tapes, transparencies, resource kits, models, magazines, slides and a variety of projectors for individual and small group use. Educational television is available and serves as enrichment to subject matter being taught. Instructional technology is available in individual classrooms, in the parish hall and the north room of the church basement area.

TECHNOLOGY

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 on file an Internet Access/Educational Use Agreement which is signed by the student, the student's parent, and the teacher sponsor. This agreement must be completed annually.
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.

TESTING

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

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

TESTING PROGRAMS

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

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

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

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

COMPETENCY BASED STANDARDIZED TESTING

Following State Minimum Standards, the Diocesan Office of Catholic Schools has developed a competency-based education program for students in English composition, mathematics and reading. Student performance objectives have been developed in the three areas in all grade levels. The administration and evaluation of standardized test results enables teachers and educational staff to:

Identify students who may need special instructional assistance;

Assess student or group mastery of specified performance objectives in basic skills areas;

Compare grade level or building performance with specified norms;

Provide direction for evaluation and updating curriculum and methods of teaching

HOMework

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

HOMework AT ST. PAUL SCHOOL

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

Please do not accept, without checking with the teacher or reviewing grades on Option C, that a student consistently has no homework. Students in grades three through eight are provided with a homework notebook at the beginning of the school year. Parents can access students' grades online through Option C, a grade reporting system used by Saint Paul School.

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. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

PARENT / TEACHER CONFERENCES

Two scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Formal parent conferences are held in November and February. Attendance at these conferences is a parental responsibility that should not be taken lightly.

GRADING/REPORT CARDS

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

MONITORING STUDENT ACHIEVEMENT

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

REPORT CARDS

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

At Saint Paul School student progress is available online through the Option C program. Parents obtain Username and Password information from St. Paul School. Option C enables parents to view assignments, dates due, and grades for their children. This information is provided to facilitate communication between home and school and to give

parents an up to date report of their child's progress.

Grade reports are issued four times a year. Students are given the grade report to take home for the first, second and third quarters. The fourth / final grade report is mailed home in June. No midterm reports are sent home as all pertinent information is available on Option C.

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

Marking code for subject areas is:

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

Used for conduct, effort and the first half of first grade:

- S = Satisfactory
- P = Progressing
- N = Needs Improvement

Kindergarten: Grade or reports of student progress are issued four times during the school year. The evaluation key consists of the S, P, N categories given above.

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

PROMOTION/FAILURE POLICY

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

The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course. If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in

attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.

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

ADMINISTRATIVE PROCEDURES

ADMISSIONS

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

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

Registrants for school will be accepted in the following order:

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

GENERAL REQUIREMENTS FOR ADMISSION

Admission is contingent upon receipt of the following:

1. Completion of the application form
2. Presentation of an original birth certificate
3. Baptismal certificate for Catholic students
4. Proof of adequate immunization as required by the Ohio Revised Code
5. Completion of Emergency Authorization Form
6. Proof of custody for students not living with either or both natural parents
7. Social Security number (if U.S. citizen)

ADDITIONAL REQUIREMENTS FOR ADMISSION

Educational and health records from previous school, including any IEP (Individual Education Plan) or ISP (Individual Service Plan).

If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

GENERAL CONDITIONS OF ADMISSION

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

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

FOREIGN STUDENTS

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

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

Also required of the incoming student is:

- a. I-20 Form (if applicable)
- b. Diocesan Emergency Care Form
- c. State Immunization Form
- d. Local Admissions Forms
- e. VISA

CLASS PLACEMENT

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

The school (K-8) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools.

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).

ABSENCE, TARDINESS, LEAVING SCHOOL

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 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 upon a student's return to school.
2. 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.
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.

TARDINESS

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

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 time limits set. The responsibility for such make up work belongs to the parent(s) and student.

ATTENDANCE AND REPORTING PROCEDURES

Regular attendance is a serious parental obligation. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school.

SCHOOL HOURS

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

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

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

AFTER SCHOOL POLICY

Those students with after school activities must have a permission slip to stay for the activity. This must be signed by a parent/guardian and be on file with the adult moderator.

LATCHKEY PROGRAM

St. Paul School offers an after school child care program as an extension of the regular school day. This program is designed to provide safety for the student and convenience for the parents. Your child will be able to participate in supervised play time, crafts, special activities, homework or quiet reading time.

Attendance is taken daily and regular school rules are followed for injuries, medication and discipline. Healthy snacks are provided for the children. Please contact the school office for further information. The number is: 330-494-0223 Ex. 322

CALENDAR

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

REPORTING ABSENCE

Please call the school office at 330-494-0223 by 9:00 a.m. if your child is absent. Parents who do not report an absence will be called by the school.

When they return to school, students are required to present their teacher with a note stating the reason for the absence and signed by the parent. Please notify the school office immediately if the illness is of a contagious nature.

EXCUSED AND UNEXCUSED ABSENCE

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

MAKE UP WORK DUE TO ABSENCE

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

APPOINTMENTS

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

FAMILY VACATIONS

Vacations requested during the school year are discouraged by the Youngstown Diocesan Policy and by the administration of Saint Paul School. Students taking such vacations can never make-up the classroom learning, activities or participation that occur during the time they are not physically present at school. The make-up work or homework requested by parents considering a vacation can never actually replace class time. It is our policy for teachers NOT to give make-up work/homework ahead of time to students going on vacation. School work is to be made-up after the student returns to school and is expected to be completed within a reasonable time frame determined by the teacher(s).

TRANSFERRING TO ANOTHER SCHOOL

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

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.

SCRIP

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

GENERAL SCHOOL POLICIES

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

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

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

be returned as soon as possible. Please call the principal and teachers at school only.

PHONE MESSAGES

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

INCLEMENT WEATHER / SCHOOL CLOSINGS

There are a minimum of 178 student attendance days. Within these 178 days, Ohio law provides for five calamity days (three calamity days beginning for school year 2010 – 2011) for inclement weather or other non-weather related emergencies, which a school does not need to make up. A school must make up any days over these five days. The school has built into its calendar three possible make up days to be used if the school exceeds its five calamity days.

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

EMERGENCY CLOSING PROCEDURE

School cancellation announcements may be heard over radio station WHBC, 1480 AM or 94.1 FM. or Cleveland T.V. stations, Fox 8 or Channel 3. Please refrain from calling the rectory, school or radio station. Saint Paul School will make an independent decision regarding closing or staying open. Other emergency situations may also cause the school to close and the listed stations will be used to announce closings.

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

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

Field trips are considered an extension of the school day and the code of conduct will apply.

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.

If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:

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

- h) The driver needs to complete the Volunteer Driver Information supplied to the driver by the principal.

Parents/guardians are to be furnished with detailed written information about the field trip. It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

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

GRADUATION REQUIREMENTS

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

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

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

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:

To serve in an advisory capacity to support the principal/administration;

To provide a means by which parents can respectfully articulate their values and

expectations regarding the school so that these can be examined and addressed by the principal/administration;

To support and promote quality Catholic education at the school;

To encourage Catholic values of family life;

To share with teachers the values that parents are attempting to develop with their children at home;

To acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;

To unify parents in an effort to raise funds each year for the school.

SAINT PAUL SCHOOL FINANCE AND CONSULTATIVE COUNCIL

The Saint Paul School Finance / Consultative Council consists of the pastor, principal, parent representatives, a parish finance representative, parish business manager and chairperson of the Home and School. This council devotes itself to the interests of education on all levels within the school. Business is transacted at meetings arranged by the principal.

SAINT PAUL HOME AND SCHOOL ASSOCIATION

The Home and School promotes positive communications between parents and teachers. All parents and faculty are members; meetings are open to all members.

The primary function of this organization is support. It publishes newsletters, organizes a uniform exchange, staffs the book fairs, organizes and hosts Teacher Appreciation Week activities and enlists room parents for each classroom. The Home and School also conducts other activities and various fund raisers annually, the proceeds of which are used for various projects in the school.

PARENT VOLUNTEER PROGRAM

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

Athletic Committee	Book Fairs	Box Tops for Education
Campbell's Soup Labels	Chaperones	Christmas Luncheon

Classroom Helpers	Computer Lab Aides	
Eighth Grade Graduation	Library Aides	Hospitality
Lunch Monitors	Hot lunch	
Market Day	Spirit Shop	
Office Helpers	Yearbook	
Chicken Dinner	Wish List	Seventh/Eighth Grade
Dances	Ski Club	Teacher Appreciation
Technology		Used Uniform Sale

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.

TRANSPORTATION/PARKING

BUSING

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

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

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

BASIC SAFETY RULES

Cross streets only at the crosswalks and places supervised by Saint Paul School's crossing guard or personnel. Show respectful cooperation with the crossing guards at all times.

Bicycle riders must dismount COMPLETELY when crossing the street at a crosswalk and walk the bicycle across. The same applies for the school yard.

MORNING DROP OFF PROCEDURES

Parents dropping students off at school in the MORNING are to turn into the south parking lot area (by the library) and drop their children at “B” building or “C” building, depending upon where your child/ren’s classrooms are. Another alternative is to drop your student off in the north west parking area after the buses are finished after 7:30 a.m. Teachers are on duty in both areas to monitor students.

Students arriving on busses in the morning will be dropped off at the northwest doors of the new Parish Life Center or in the Main Street parking lot and will proceed to their building/classrooms.

AFTERNOON PICK UP PROCEDURES

Parents picking up their “car rider” children in the AFTERNOON are to **wait** on Cole Avenue, facing north. North Canton busses will enter the back parking lot **first** off of Cole and will then proceed along the new Parish Life Center, pick up children, and exit onto Harmon. **After** the North Canton busses have lined up in the parking lot, parents may enter behind them for student pick up. Students will be accompanied by a school staff member to your car. No students will be permitted to meet you at any other location.

Students boarding buses for the trip home will do so following these procedures: North Canton students will load in the back parking lot and all other buses will load in the parking lot on Main Street.

TRAFFIC PATTERNS – AFTERNOON DISMISSAL

- Safety procedures demand that students WALK to their bus or car.
- Children in “C” building will be escorted by their aides to the pick-up areas.
- North Canton buses use Cole Avenue; Jackson, Plain and Lake buses use South Main Street.
- All cars to pick up children MUST enter the church parking lot and wait in the designated areas.
- DO NOT use any other access or parking lot around the school. (This includes Zion Church parking lot and the alley by “C” building.)

WALKERS AND BIKE RIDERS

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

STUDENT RESPONSIBILITY FOR SAFE CONDUCT

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

STUDENT SAFETY AND BUILDING SECURITY

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

- Parents and visitors are required to sign in at the main office and are issued a visitor's badge to wear **before** proceeding to any of the buildings at St. Paul School.
- All other doors will be accessible with a key card issued only to employees.
- At all times students are able to leave the buildings as in the case of a fire drill or actual emergency.
- It is strongly recommended that former students visit teachers after school hours.
- There is continuous upgrading of internal communications and emergency procedures such as signs posted signs to maintain security.

FINANCES

DIOCESE OF YOUNGSTOWN TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS AND 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.
- d. service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.
- e. 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.

FINANCES

TUITION PAYMENTS

Tuition is determined yearly by the Saint Paul School Finance Committee. Families are expected to pay the full tuition cost per pupil. Saint Paul parishioners, meeting the requirements, will have a percentage of the full cost of tuition subsidized by the parish.

Families have several options for tuition payments. If tuition is paid in full in one payment, that payment is due by June 15. Other options are two, four and nine payments through the year. Families who do not pay in one payment must use the FACTS program.

Payments must be made according to the plan agreed to with the school. All tuition must be paid by April 30. Report cards will not be released until tuition payments and outstanding debts are current. All fees are payable in the school office.

PARISH MEMBERSHIP AND ACTIVITY

The tuition known as “Parish Rate” will be only for those families who are registered, active, and supporting members of St. Paul Church. Each family must have a letter in their school file from the church office stating that they meet the criteria to qualify for “Parish Rate.” School families must use their envelopes since this is the only record of participation and financial support. The amount given is not the main issue, but the consistency of giving.

A family must be registered, active, and supporting the parish for at least one full year prior to registering their child/children at St. Paul School at the “Parish Rate.” If the family participates and establishes a consistent pattern of church support, the parish rate will be available to them the next year. The only exceptions will be families that physically move into St. Paul Parish boundaries within the year prior to registration.

PAYMENT BY NON-PARISHIONERS

Catholic member-families of other parishes without schools will make arrangements for payment of tuition charges through their respective parishes. All other non-parishioners are responsible for payment of all charges according to the accepted payment plan.

TUITION AID

Limited tuition aid is available to needy member-families of Saint Paul Parish. Application forms are available at the school office.

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

TUITION AND OTHER FEE SCHEDULES

2009 – 2010 Tuition Schedule

Members of St. Paul Church

One child, Full Day Kindergarten – Grade 8	\$2,525.
Two children, Full Day Kindergarten – Grade 8	\$4,330.
Three Children, Full Day Kindergarten – Grade 8	\$5,290.

Members of Other Catholic Churches and Non-Catholic

Per Child	\$4,900.
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See the School or parish office for information about payment schedules and the FACTS program.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

PARTICIPATION

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

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance. While catastrophic health insurance is available through the Ohio High School Athletic Association (OHSAA), this coverage begins after the first \$25,000. of expenses. All 7-12 athletic programs of the Diocese are

to be members of the OHSAA.

TRANSPORTATION OF ATHLETES

Schools may arrange for the transportation of student athletes by Ohio State Patrol inspected and approved school buses or by licensed public or private bus conveyance. Schools may not arrange for the transportation of student athletes by private cars, vans or other vehicles.

STUDENT RESPONSIBILITIES AND BEHAVIOR

CODE OF CONDUCT

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

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 "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening

fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

SUBSTANCE ABUSE

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

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

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

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

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

Saint Paul School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures include parent

notification, suspension for a time from transportation and loss of transportation privileges. The principal reserves the right to impose additional consequences for lack of cooperation with bus conduct and safety procedures. Parents notified and a conference with the student held. After school detention and loss of bus privilege can result.

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

Students are prohibited from the use, possession or sale of drugs, drug paraphernalia, alcohol, tobacco, explosive materials or weapons on Saint Paul School property, at school-sponsored events whether held during or outside of school hours and on public school buses. Violations warrant notification of the police, immediate suspension and mandatory conference with parents before the students return to school. Intervention by trained professionals may be required as a condition for the student to remain at Saint Paul School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

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

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

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

SUSPENSION

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

1) Suspendable Offenses are:

- a) 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.
- b) Use/possession of a weapon. Police must be informed.
- c) Vandalism, destruction or theft of school property.
- d) First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary).
- e) Repeated disregard for school rules and regulations.
- f) Other offenses serious enough to warrant a student's removal from school.

EXPULSION

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

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

STUDENTS AND STUDENT PROPERTY

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

SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Students are solely responsible for their own personal property. The school accepts no

responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school.

SCHOOL LOCKERS AND DESKS

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

CARE OF SCHOOL PROPERTY

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

SAINT PAUL SCHOOL DRESS CODE REGULATIONS

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. The current dress code was reviewed and revised in Spring, 2009. Parent and teacher members: Jackie Zufall, Kelly Grabowski, Becky Stumperth, Amy Beskitt, Diana Fisher, Patti Muffet, Dan Mitchell.

DRESS CODE FOR BOYS

Trousers and shorts:

Plain navy blue or khaki dress slacks.

Plain navy blue or khaki dress or walking *shorts* may be worn the 1st day of school until Oct 1 and from the day after spring break through the last day of school.

A belt must be worn in belt loops.

Shirts, sweaters and sweatshirts:

White dress and 2 or 3 button knit shirts with collars, long or short sleeves. The uniform knit shirt in burgundy or navy, plain or with khaki trim, long or short sleeves. The shirt is neatly and fully tucked in the slacks or shorts.

White, burgundy or navy turtlenecks. Navy blue or burgundy crew or v-neck

pullover, cardigans, vests and sweater vests. The uniform fleece, zip up vest in navy or burgundy with a regulation shirt. Approved St. Paul School logo sweatshirts may be worn over a regulation shirt. **Students** may wear a “**hoodie**”, purchased through the spirit shop on **spirit days only**.

Socks and shoes:

Plain navy blue, black, khaki or white dress or **athletic** socks are to be worn at all times. **SOLID BLACK OR BROWN** dress shoes or loafers must be worn. Athletic shoes may be worn IF they are plain/ one solid color of black or white. No lights, color changing features, decorative add-ons or bright shoestrings. No sandals, clogs, high-top or low top work boots or construction shoes/boots.

Ties:

Boys in grade 6, 7, and 8 are required to wear ties on Mass days and any other special day as announced. Ties are to be plain or small print NAVY blue or burgundy and must be worn with a dress shirt. Bow ties, bolas, patterned ties and fad fashions are not acceptable. Ties are to be worn the entire school day.

General Appearance:

Boys are expected to be neat and well groomed. Moderate hairstyles are required. No fad styles, no bleaching. Hair is off of the collar **and neatly trimmed**. Neither baggy nor form fitting styles are permitted.

No jackets or other outdoor clothing is to be worn during the school day. No earrings or jewelry with the exception of watches and religious necklaces are permitted.

DRESS CODE FOR GIRLS

Girls in grades 1 - 3 wear plaid jumpers or the solid **skort**. Beginning in grade 4 girls will wear plaid skirts. Available styles include split skirt, kick pleat, pleated skirt and the kilt. All uniforms, skirts or skorts are to be no shorter than two inches above the top of the knee.

Skirts, slacks, shorts, skorts

Plain navy blue or khaki dress slacks.

Plain navy blue or khaki dress or walking shorts may be worn the 1st day of school until Oct 1 and from the day after spring break through the last day of school. A belt must be worn in belt loops

Shirts, sweaters and sweatshirts

White blouses with a tailored or peter pan collar, long or short sleeves. White dress and white 2 or 3 button knit shirts with collars, long or short sleeves. The uniform knit shirt in burgundy and navy, plain or with khaki trim, long or short sleeves. White burgundy or navy turtlenecks. The blouse or shirt is neatly and fully tucked in the slacks or shorts.

Navy blue or burgundy crew or v-neck pullover, cardigans, vests and sweater vests. The uniform fleece, zip up vest in navy or burgundy - with a regulation shirt. Approved St. Paul School logo sweatshirts may be worn over a regulation shirt.

Socks and shoes

Plain navy blue, black, khaki or white dress or **athletic** socks are to be worn at all times. Plain navy blue, burgundy and khaki hosiery may be worn by girls (socks, stockings or leotards) Navy blue stretch pants may be worn under the uniform in extremely cold weather (10 degrees or below) **SOLID BLACK OR BROWN (no patterns)** dress shoes (no heels higher than 1 inch) or casual shoes. Athletic shoes may be worn IF they are plain / one solid color of black or white. No lights, color changing features, decorative add ons or bright shoestrings. No sandals, clogs, high-top or low top work boots or construction shoes/boots.

General Appearance:

Girls are expected to be neat and well groomed. No fad styles. **Bangs are neatly trimmed and off of face.** Neither baggy nor form fitting styles are permitted. No rolling of skirt waistbands.

No jackets or other outdoor clothing is to be worn during the school day. Small, stud style earrings (one in each ear) are permitted. No dangly or fad styles are permitted. No jewelry with the exception of watches and simple religious necklaces are permitted. Clear or pale pink nail polish is acceptable only. NO MAKE UP.

Uniform Plaid jumpers and skirts can be purchased from:
Schoolbelles, Inc.
400 Lakeside Avenue N.W.
Cleveland, Ohio 44113
Phone: 1-800-548-3883

PHYSICAL EDUCATION UNIFORM

The Physical Education uniform must be worn by all students in grades 4-8 and must be purchased through the school office. The P.E. uniform T-shirt, sweatshirt, shorts and sweatpants are available. Tennis shoes (no black soles that scuff) are to be worn for P.E. class. No jewelry, (earrings or religious necklaces) is permitted during P.E. class since it presents a safety hazard.

In grades K-3 the regular school uniform is worn for P.E. classes. If girls wear jumpers on P.E. days, they must wear a pair of shorts under their clothes. A note from the parent or guardian is needed if the child can not participate in class activities on a given day. Children with serious injuries must have a note from a doctor if they cannot participate over a longer period.

OUT OF UNIFORM DAYS

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

SPARTAN SPIRIT DAYS

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

INAPPROPRIATE ITEMS

Students are not permitted to possess the following items on school property or at school functions: Students are not to have gum at any time on the school or church property. Students should not bring candy to school or classes. Toys, walkmans, CDs, radios, electronic games, cell phones, "note-passing" notebooks are inappropriate literature are not permitted. All of these materials will be confiscated and returned only to the parent of the student.

PLAYGROUND REGULATIONS

LUNCH / RECESS REGULATIONS

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

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

LUNCHROOM REGULATIONS

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

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

During hot lunch, students are expected to display proper table manners and refrain from loud talking, running and any other inappropriate behavior. Students are to respect the hot lunch parent volunteers at all times in both word and action. Students are expected to clean up after themselves.

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

HEALTH AND SAFETY

STUDENT HEALTH & 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.

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.

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.

HEALTH AND ACCIDENT PROCEDURES

Saint Paul School is staffed by a part time registered nurse who administers first-aid in cases of injury or illness. The school furnishes an emergency authorization form which directs the school's course of action in each individual case. It is essential that the parent notify the school of changes in phone number, address or employment throughout the school year so this data will always be current.

HEALTH SERVICES

Health and immunization reports are due on or before opening day of school for all new students. During the school year vision and hearing screenings are given to all students in Grades K, 1, 3, 5, and 7, and postural screening in Grades 6 and 8. Any test may be given upon parent or teacher request. (See also Speech/Language/Hearing Services.)

CONTAGIOUS DISEASES

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. If a child has had a throat culture one day, he/she should be kept home the following day until the results of the culture are known.

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.

DISMISSALS DUE TO ILLNESS

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

MEDICATIONS

Saint Paul School follows the policy of the Diocese of Youngstown Board of Education and the State of Ohio for giving medications. School personnel can administer medications only when a specific procedure is followed. Forms (see Appendix C) must be obtained from the school office to be signed by the parent and physician requesting medication to be given. Medication must be delivered by the parent to the school in a properly labeled container from the pharmacy. Parents should NOT send in medications with the child to be administered by the office. Non-prescription drugs, such as aspirin, Tylenol and cough drops may NOT be administered by school personnel.

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.
 - c. Empty containers may be returned home with students.
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.
2. 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.

3. 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 AND STUDENTS

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

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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

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. Readmission to school is permitted ONLY after examination by school nurse reveals head to be clear of lice and nits.
- d. The school nurse (if available) will re-check student two weeks after readmission to school.

FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS

SAFETY DRILLS

During the first week of school teachers familiarize students with fire, tornado, lockdown and rapid dismissal procedures.

- Fire exits and tornado safe areas are posted in each room.
- These drills are conducted monthly by the local fire department, principal, and teachers.
- Students are expected to respond quickly and quietly during drills for their own safety.

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.

EXTENDED DAY ACTIVITIES

AFTER SCHOOL ACTIVITIES

Those students with after school activities must have a permission slip to stay for the activity. This must be signed by a parent/guardian and be on file with the adult moderator.

LATCHKEY PROGRAM

St. Paul School is not offering an after school child care program as an extension of the regular school day. This program is designed to provide safety for the student and convenience for the parents. Your child will be able to participate in supervised play time, crafts, special activities, homework or quiet reading time.

Attendance is taken daily and regular school rules are followed for injuries, medication and discipline. Healthy snacks are provided for the children. Please contact the school office for further information. The number is: 330-494-0223 Ex. 23