



2017-2018 Parent/Student Handbook *(Revised August, 2017)*

Dear Parents,

We respect the choice you have made to send your child to a Catholic school and your willingness to comply with school regulations and to stay actively involved in the academic and religious instruction of your child. We invite and encourage you to continue your active involvement in our school, church, and parish community. In the fast-paced global community that we live in today we often find ourselves and our families pulled in many directions. We are all called to respond to these challenging times with faith, vision, and the will to succeed to ensure the future of our young people, our nation, and most importantly our Church (United States Conference of Catholic Bishops, 2005).

The Catholic Church and St. Paul Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Please carefully read this handbook and become familiar with our school policies. Even though our teachers carefully explain the rules and regulations to the students, we ask that you also go over the handbook with your child. If you have a child in the lower grades please take the time to make sure he/she understands the school policies. **It is expected that all parents read and adhere to our school policies and procedures.**

I look forward to working and celebrating with you this school year as we **continue our mission** of teaching, living, and learning in the Light of Christ.

All for you Jesus in adoration, supplication, and thanksgiving,

Kathleen Norris, PhD
Principal – St. Paul School

PARENT’S PLEDGE

As we enroll our child/children in St. Paul Parish School, we pledge our powers as parents to assist them in their growth as Catholic Christians in today’s world by:

- 1. Surrounding them with Christian values, love, and forgiveness.*
- 2. Praying together at home and worshipping together with St. Paul Parish families during our weekend liturgies.*
- 3. Listening and discussing with them what happened during religious education classes.*
- 4. Participating in the family and parent activities of the school program.*

It is expected that all parents read, understand and will follow the policies in this handbook.

Please sign and return the “Handbook Acknowledgment of Receipt” to your child(’s) teacher by September 8, 2017. This is in your PAD folder and is attached at the end of this handbook. Please return to your youngest child’s teacher.

St. Paul School Mission

“Teaching, Living, and Learning in the Light of Christ”

St. Paul School Belief Statements

- We believe St. Paul School provides a rigorous academic program for religious studies and catechesis in the Catholic Faith, set within a total academic curriculum that integrates faith, culture and life.
- We believe St. Paul students will be models of the teachings of Jesus Christ by serving their global, local and faith communities.
- We believe, in an effort to serve God and others, we foster Christ-centered relationships with self, God, neighbors, community and creation.
- Through core skills rooted in Jesus, we strive to prepare individuals capable of transforming the world through critical cultural evaluation, empathy and good works.
- We believe in the essential principles of respect and dignity for every human person as taught through the gospels. Our learning community promotes diversity and tolerance as modeled by our ultimate teacher and leader, Jesus.
- We believe in a vigilant approach to ensure a safe and supportive environment that addresses the mental, social, spiritual and physical needs of all members of our St. Paul School community.
- We believe that St. Paul School provides direction for students to become confident, cooperative, self-directed, lifelong learners.
- We believe that technology should support the implementation of the educational mission, provide the tools for innovation and address the needs of a changing society.

PARENT RESPONSIBILITIES

Since by far, the greatest influence on a child's thinking and behavior is their parents; the school cannot attain its discipline goal without active support from the parents. It is a parent's responsibility to encourage in a child a positive attitude toward learning and to guide the child in becoming a responsible, caring Christian. This would include the following:

- Supporting the spiritual development of your child by attending church together regularly.
- Fostering in the student a Christ-like concern for all classmates and their reputations.
- Sending your child to school on time.
- Upholding the rules and responsibilities of the school.
- Sending the student to school in the proper attire at all times.
- Supporting the authority of the school by refusing to criticize it negatively in the presence of children.
- **Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly including a situation involving bullying.**
- Being available for conferences.
- Assisting the child to establish a specific time and place to complete homework.

ATTENDANCE

Truancy (absenteeism & tardiness) cannot be tolerated. Parents have the responsibility to ensure that their children attend school. If excessive truancy continues to exist, the student and parents may be reported to Juvenile Authorities.

Daily attendance at school is a basic requirement for academic success. To quote the State of Ohio: "Every child of compulsory school age who is an actual resident of the state must attend a public or nonpublic school that conforms to minimum standards of the State Board of Education, unless otherwise instructed or excused (R.C.3321.02, 3321.03, 3321.07)." **Parents are the primary people responsible for seeing that their children are in school.**

Punctual and regular attendance is extremely important for the students to achieve their best in school. Time missed from classroom instruction cannot be fully made up. For this reason, St. Paul School discourages parents from scheduling appointments during the school day. The school further asks that parents do not remove a child from class to attend a sibling's program or performance as this is an interruption to the child's learning as well as a disruption to the classroom environment. Early departures should be kept to a minimum as well. The school also asks that parents schedule vacations when school is not in session. The school calendar includes a number of days, long weekends, and extended weeks when school is not in session throughout the year. It is expected that parents use these opportunities for family vacations.

Teachers record the daily attendance of each student and send an absentee report to the office during the first hour of school. Where there is departmental teaching, attendance is taken and recorded at each period.

Attendance - 10/20 Rule

The following rules apply if a student's absences reach 10 days in a semester or 20 days in a year. A semester is a total of two quarters. All absences will be counted towards the student's 10/20 days.

Once reaching 10 absences in a semester, a meeting with the student and parent will be called by a school administrator. Guidelines will be determined for the student's attendance for the remainder of the year at this meeting. It is understood that some appointments during school hours cannot be avoided, however repeated absences could be detrimental to a student's academic progress. Consideration will be given to absences with a medical note provided. Students and parents should monitor days missed. Notification will be sent home upon the 7th and 17th absence.

Students who accumulate more than 20 absences in a year will be put on *warning* the first year, *probation* the second year, then qualify for a *letter of termination from St. Paul School* the third year.

Attendance Procedures and Policy

If a student needs to leave the building during the day, a parent/legal guardian must sign the student out. Students will not be released to persons under the age of 18 years. A written request must be sent to the principal before the day of the scheduled appointment for approval of unavoidable appointments. No child will be dismissed from school during class hours without written request from the parents or, in case of illness or emergency, without absolute assurance of their approval. When a child is to be dismissed from school for illness, the principal, the secretary, or nurse will notify the parents by phone so that proper transportation and personal care are assured. The parent should report to the school office upon arrival at school. The office personnel will call the child to the office for dismissal.

Before being admitted back to class by his/her teacher, a child who has been absent must present a note of explanation from the parent or guardian unless a note of excuse was presented before the absence. These excuses are kept on file for one additional school year. **Please do not send children to school if they are ill on awakening, and/or have early symptoms of possible communicable disease. Parents are asked to call one of the following numbers before 8:30 a.m. each day if the child is going to be absent or late due to illness, dentist, doctor appointments or other delays.**

NURSE: 882-6892 SCHOOL OFFICE: 882-2710

Children are expected to assume the responsibility for all make-up work so that they may continue to make continuous progress in their studies. If a student is absent two (2) or more days **due to illness**, a request for assignments missed may be made through the office before 10:00 a.m. on the second day of absence. These requests will be filled by 2:40 p.m. the day of the request. Students have one day for each day marked absent to turn in make-up work for up to three days. Students who are absent for more than three days have a total of three days to turn in make-up work upon return to school. *Students are also asked to check the website for assignments missed.*

Reasons for absences include:

Personal illness of the student

Illness in the student's family

Death in the family

Quarantine for contagious disease

Reporting a Child Sick/Excessive Absences and Tardies

It is State Law that the parent call the school if his/her child is going to be late or absent. If the school does not receive a call or a note, then the school must call you. **Parents must notify the school office (614-882-2710) or Nurse (614-882-6892) by 8:30 a.m. each day of the absence. It is St. Paul School policy to call the police for a 'well check' if we have not heard from you or made contact with you by 10:00am.**

If a child is absent for **five consecutive days, a written excuse signed by a doctor, not a nurse, must be provided for each absence thereafter verifying the necessity of subsequent absences.**

A child **missing more than 10 days during the school year is in academic jeopardy.** A meeting of parents, teachers, and the building administrator may be required to determine the action to be taken for excessive absenteeism. It is understood that the child is responsible for making up any missed work/ assignments. Students who are absent from school for reasons other than the reasons for absences listed above, may or may not be permitted to make up work. Each case will be considered on its merits by the building administrators and respective teacher(s).

Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents. Teachers will not be expected to re-teach missed academic work. Homework and class work assignments will not be provided before or during the absence. Upon return to school, students will have **three days** to make up the work they missed during their absence.

TARDIES

A student is regarded as tardy when he or she is not in the classroom at the moment the tardy bell has sounded (**7:50 a.m.**). A tardy student will only be admitted to the homeroom or class with a tardy slip obtained from the school office. Students will be afforded 10 tardies per semester. For each tardy over 10 in a semester, the student will serve a morning detention (7:00-7:30A.M.). Failure to attend a morning detention will result in an additional morning detention. If a student fails to attend two morning detentions, the student will be subject to other disciplinary actions . (i.e. In-School Suspension, Saturday school)

In addition, students who accumulate more than 10 tardies in a semester will be issued a 1/2 day absence. Students who accumulate 20 tardies in a school year will be issued a full day absence. Notification will be sent home upon the 7th and 17th tardy.

Our school day begins promptly at 7:50 a.m. with morning prayer. Bus riders will not be considered tardy when a bus arrives late.

Students who arrive at school after 10:00 a.m. will be marked as ½ day absent. If students leave before 12:30 p.m. or are absent for two (2) hours or more during the school day are considered ½ day absent.

EMERGENCY MEDICAL INFORMATION

EMERGENCY FORMS - Emergency forms must be completed or updated and signed each new school year. In the past you were given two paper copies to be completed and signed. For the 2017-18 school year you will update your emergency card information ONLINE through School Speak. The following are steps to complete the form:

- **Log in to SchoolSpeak**
- **You will be prompted to update your profile and the profiles of your family members. You will find that some information from previous years may or may not already be provided. Please verify and correct or add information where needed.**
- **Click ‘Start Profile Update’**
 - **Update information**
 - **Any field with an * is required**
 - **Go to the bottom of the page and click on ‘Go to next profile’**
 - **Update information**
 - **For each Student -**
 - **Provide at least 2 emergency contacts with information, medical doctor name & phone number, dentist name & phone number, medical specialist (if applicable) and hospital preference**
 - **Consent - click the circle to consent or decline consent with reason**
 - **Pertinent information - provide any medical information on student that you want the school to know**
 - **Parent signature - type parent name and date in the box provided. *This serves as your signature.***
 - **Click 'Done' box after all members are updated**

NOTE: You will not be able to access any information in School Speak until this is complete.

CURRICULUM

Courses of Study flow from the diocesan Catholic school mission and philosophy. The development of Courses of Study is characterized by input from diocesan educators, evaluation, systematic planning, and articulation.

The K-12 graded Courses of Study, which have been developed under the direction of the Diocesan Office for Education, provide the basis for instruction at St. Paul School. Courses of Study are reviewed and updated once every seven years. Instructional programs flow from and align with the Courses of Study. Schools must follow all diocesan Courses of Study. Curriculum guides and Graded Courses of Study are implemented across the curriculum.

RELIGIOUS EDUCATION CURRICULUM

All students receive formal instruction in Catholic doctrine, liturgical prayer, and character formation. St. Paul School follows the allocations for religious education as set forth by the Diocese of Columbus as follows:

Kindergarten:	100 minutes per week/20 minutes per day
Grades one through six	175 minutes per week/35 minutes per day.
Grades seven and eight	200 minutes per week/40 minutes per day

Eucharistic liturgies, prayer services, retreats, and service project are incorporated into the weekly allocated time for instruction. These prayer experiences provide a deepening of faith and enable students and teachers to grow in awareness of the power of prayer in our lives.

All St. Paul teachers are required to attain basic certification in religious education. Teachers of religion and the school administrators have all achieved advanced certification in religion.

DOCUMENTING THE ROLE OF A DIOCESAN TEACHER

1. Based on recent rulings and discussions with our diocesan lawyers, we have been asked to state in writing that our teachers perform a **critical and unique role** in creating and maintaining the Diocesan schools' **religious educational environment**.
2. We must state in writing to students, parents, and community members that teachers perform a "specific religious function."
 - a. Teachers are expected to incorporate into every content area the teachings of the Catholic Church. See the document "Religion across the Curriculum" for suggestions.
 - b. Teachers must meet the requirements of **Policy 4113.08: Religious Education Certification – All Teachers**. All teachers in the schools of the Diocese of Columbus who do not teach religion are required to obtain Introductory Certification in Religion no later than their second year of teaching.
 - c. The religious nature of the school impacts every aspect of their employment, as in **Policy 4116.05: Job Descriptions for Teachers**.
 - i. **Job Goal:** To assist students in mastering skills and information in the school curriculum while helping them grow in their faith and responsibilities.
 - ii. **Standard 1:** Teachers in the Catholic schools of the Diocese of Columbus know, understand and contribute to the integration of Catholic teachings and virtues throughout the curriculum and school culture in support of faith formation and student learning.
 - iii. **Standard 2:** Teachers understand student learning, development, and faith formation while respecting the diversity of students and their cultures.
 - iv. **Standard 6:** Teachers create Christ-centered learning environments that promote high levels of learning and achievement for all students.
 - v. **Standard 7:** Teachers collaborate and communicate with students, parents, other educators, administrators and the faith community to support student development, learning and faith formation.
 - vi. **Standard 8:** Teachers assume responsibility for their professional academic/spiritual growth, performance, and involvement as an individual and as a member of a Catholic learning community.
3. Examples of religious functions include the following:
 - a. Integrating the institution's religious teachings into coursework;
 - b. Serving as religious advisors to students;
 - c. Propagating religious tenets;
 - d. Engaging in religious formation; and
 - e. Modeling Catholic values.

4. Public representations showing that the diocese holds its teachers to performing a specifically religious role (rather than a general role, they would perform at virtually all schools) include:
 - a. Job descriptions (See Policy 4116.05);
 - b. Employment contracts (Look at the teacher contract – DFE will handle this);
 - c. Faculty handbooks (Include Policy 4116.05);
 - d. Statements to accrediting bodies (This is already a part of our accreditation process);
 - e. Statements to prospective and current faculty (See Policy 6000 and ensure that philosophies of education, mission statement, and goals further the Diocese’s Religious Mission);
 - f. Statements to prospective and current students (Part of a teacher’s duty is to adhere to the teachings of the Catholic Church while integrating the faith into the general curriculum, and to model Catholic values as a way of life).
 - g. Statements to prospective and current parents and to parish members (Part of a teacher’s duty is to adhere to the teachings of the Catholic Church while integrating faith formation into the curriculum and to model Catholic values as a way of life).
5. The inquiry focuses on whether a reasonable prospective applicant would conclude that their responsibilities as a teacher would require furtherance of the Diocese’s religious mission.

SACRAMENTS OF RECONCILIATION, EUCHARIST, AND CONFIRMATION

Each year workshops are offered for parents of children receiving sacraments for the first time. All parents are urged to attend these sessions. A group celebration will be planned for the first reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. Solemn reception of the Eucharist is planned for spring for grade two. Confirmation is planned for the eighth grade year. First Reconciliation for second grade is planned for February, 2018.

ALTAR SERVERS

All boys and girls in grades six through eight are invited to serve at Mass. In the fall of the year, sixth graders are invited to join this group. The servers’ coordinator instructs the students in their duties. Boys and girls are asked to be well groomed, responsible and reverent at all times.

STANDARDS-BASED EDUCATION

St. Paul School believes each student is unique in his/her capacity to learn. Therefore, the teachers make every effort to treat each child as an individual, while considering the needs of the class as a whole. Teachers provide a variety of learning experiences in order that each child may be given the maximum opportunity to learn in a manner best suited to his/her style of learning. Learning experiences should be satisfying, enjoyable, valuable, and challenging.

During the last several decades, educational researchers have been identifying *teaching methodologies* that when effectively delivered, demonstrate positive effects on student learning. However, not until the standards movement of the early 1990s, have educators been able to focus those teaching methodologies on common content standards that all students should learn. This movement shifted the focus from simply *teaching*, to strategically teaching standards that all students should *learn*.

Standards-based education is defined as an ongoing teaching/learning cycle that ensures all students learn and can demonstrate proficiency in their districts’ adopted content standards and associated benchmark concepts and skills. This teaching/learning cycle frequently measures student achievement through a variety of formats and assessments and ensures multiple opportunities for students to learn until they reach a proficient or advanced level of performance. *Regardless of content, course, level, identified outcomes or revisions in standards, this teaching/learning cycle remains constant.*

Provisions are made within the entire curriculum for the spiritual and moral education of the child. However, the subject of religion must be evaluated and interpreted as indicating mastery of vocabulary and concepts. The

standards of each curricular area are listed on the progress report. Because of the differences among primary, intermediate, and middle school levels, there are some variations in the wording of the standards for the various curricular areas.

The St. Paul Progress Reports reflect a standards-based system that:

- measures success based on student learning (the achievement of standards) rather than compliance with rules and regulations.
- aligns policies, initiatives, curriculum, instruction, and assessments with clearly defined academic standards (Diocesan Course of Study Standards).
- consistently communicates and uses standards to focus on ways to ensure success for all students.
- uses assessment to inform instruction.

Standards-based systems such as this have been proven to increase student achievement. Students generally learn better in a standards-based environment because:

- Everybody's working towards the same goal.
- Teachers know what the standards are and choose classroom activities and teaching strategies that enable students to achieve the standards.
- Students know the standards, too, and can see scoring guides that embody them. The students can use these scoring guides to complete their work.
- Parents know the standards and can help students by seeing that their homework aligns with the standards.
- Administrators know what is necessary to attain the standards and provide professional development, resources and materials to ensure that students are able to reach the prescribed standards.

AUTHENTIC ASSESSMENT

St. Paul School believes that it is imperative that Catholic schools have administrators and teachers who are prepared to provide an exceptional educational experience for young people—one that is both truly Catholic and of the highest academic quality (United States Conference of Catholic Bishops, 2005). Ongoing and authentic assessment provides a comprehensive picture of student understanding and skill in achievement and non-achievement factors (Marzano, 2000).

Authentic assessment aims to evaluate students' abilities in 'real-world' contexts. In other words, students learn how to apply their skills to authentic tasks and projects. Authentic assessment does not encourage rote learning and passive test-taking. Instead, it focuses on students' analytical skills; ability to integrate what they learn; creativity; ability to work collaboratively; and written and oral expression skills. It values the learning process as much as the finished product.

Norm-Referenced	Standards-Based
Believe some students are naturally smarter than others.	Believe virtually all students can "get smart" through effort.
Content subject matter varies with different groups of students.	Content subject matter is the same for all groups of students.
Assessments compare what students know to what other students know.	Assessments compare what students know to standards and benchmarks.
No objective criteria to deploy resources -- students who need the most often get the least.	Resources are deployed as needed for all students to meet standards -- students who need more get more.
Professional development episodic -- one-time workshops.	Professional development focuses on improving instruction so all students meet standards

REPORTING PUPIL PROGRESS

St. Paul School, in accordance with Diocesan policy, uses the diocesan system for reporting pupil progress. Reports of pupil progress are based on evidence from multiple assessments that demonstrate a student's understanding of the different academic content standards, teacher observations, and Life Skills Reports when appropriate.

Progress Reports are sent home quarterly. Parents will receive Life Skills Reports when teachers observe study skills or areas of character development that need improvement.

EVALUATION – STUDENT, TEACHER, AND PRINCIPAL

In accordance with present diocesan regulation, the Terra Nova Test is administered to grades three through eight in October of each school year. This test helps measure individual and class growth, evaluate teaching effectiveness, design curriculum and assist in correct placement of students.

Students are also evaluated by teacher-made tests, observations on participation, and daily work. Progress reports charting the progress or lack of progress are distributed four times throughout the school year. Interim reports are sent mid-quarter, if needed.

Teachers: Teachers are evaluated by the Principal on a yearly basis as established by the Diocesan Office of Catholic Schools.

Principal: The principal is evaluated by the Diocesan Office of Catholic Schools with input from the Pastor, teachers, and parents. Diocesan forms are utilized for this.

HOMEWORK

Assignments are given to supplement class work and re-enforce learning. They will be within the range of the pupil's ability and shall be definite as to the kind and amount of work required. The amount of work a child is expected to do depends upon his/her ability to use time profitably in school. Some children need to give more time than others.

ST. PAUL SCHOOL PHILOSOPHY OF DISCIPLINE

Respect for one another, children and adults, in words and deeds are expected of everyone in the St. Paul learning community.

Discipline at St. Paul is based on respect for others as well as for personal and school property. It is the responsibility of the student to follow the rules that have been established for the safety, comfort, and peace of all members of the St. Paul community. Students will be guided to an awareness of the rules, an understanding of their responsibility and a commitment to work through consequences for infractions.

A positive environment, consistent guidance, and student commitment encourage the development of a self-disciplined individual.

Discipline and General Regulations for Good Order

Students are to show courtesy at all times by indicating to all with whom they come in contact that they realize their serious obligation of living up to the standards of Christian morality. All regulations set forth in the Handbook must be respected and followed. The list for discipline and general regulations is not intended to be exhaustive. Any activity that causes disorder is forbidden. If in the judgment of the Administration a student is a constant source of disorder, he/she will be asked to leave the school.

General Regulations:

1. Obedience and courtesy are expected at all times.
2. There is to be no gum chewing on the school premises. Gum fines will be given to offenders and further steps will be taken for repeated offenses.
3. All hard-back school books must be covered.
4. Parents must provide each child with a school bag or a plastic bag in which to carry books. (K-8)

5. At dismissal all students are to wait in their homerooms until their bus is called. They are to WALK quietly to the bus. A.C.E. will be dismissed before the buses. Walkers, daycare, & car riders are dismissed after the busses
6. Fighting, name-calling, and disturbing others are actions beneath the dignity of St. Paul students. Offenders will be punished.
7. Smoking or possession of materials for smoking is forbidden and all misdemeanors in regard to such as the use of drugs or alcohol will be liable to suspension and/or expulsion.
8. The possession of weapons or dangerous objects by a student or within the control of the pupil is forbidden and is cause for suspension and/or expulsion.
9. Snowball throwing is forbidden on the parish property.
10. When visitors are formally introduced, all students are expected to greet the visitor, wait for any exchange of ideas, and attempt to participate when feasible
11. All assemblies and Liturgical Services demand courtesy and active involvement.
12. Uniform code must be strictly followed.
13. Participation in prayer is required of all students.
14. Behavior at lunch should be comparable to that expected in the dining room at home. The conduct at this time reflects home training, obedience, and consideration for one another.
15. Students must come to class properly prepared and having completed all assigned work as directed by the teacher.
16. Inappropriate language will not be tolerated at any time.
17. School hours are 7:50 a.m.-2:35 p.m. Students arriving by means other than school bus transportation are NOT to arrive before 7:30 a.m. and cannot remain unsupervised after 2:45 p.m. **PARENTS ARE NOT TO LEAVE THEIR CHILDREN OR ALLOW THEM TO WANDER IN THE BUILDING OR ON THE SCHOOL GROUNDS UNSUPERVISED.**
18. **ALL after school extracurricular activities will not be scheduled before 3 p.m. Students may stay after school to attend a 3 p.m. activity, but must be supervised by an ADULT involved with the activity at all times. Students will either stay in the breezeway of the Activity Center or outside the school building.**
19. No limousine service to or from school functions is permitted.
20. Students must either pack their lunch or purchase a hot lunch from the school. **Parents are asked not to bring in lunches for students purchased at fast food or other restaurants.**
21. Pop machines are NOT to be used by students during school hours.

Grounds for Discipline

The purpose of disciplinary action is to assist the student in developing an understanding of his/her responsibility, to develop his/her academic potential, and to assist the student in learning to live in peace and harmony in a Christian environment.

Suspension and expulsion may take place for conduct "...which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations of the diocese or school." (Diocesan Code 5114) A child who engages in disruptive conduct outside of the school that causes embarrassment to the school and/or the students may be suspended from the school at the discretion of the principal and/or the Discipline Committee.

The purpose of the Discipline Committee is to follow due process procedures for disciplinary actions. A student needing to appear before the Discipline Committee must have a parent present at that meeting.

Decisions of the Discipline Committee are final and binding.

Demerit System - Demerits will be used to note infractions of school rules. A demerit **can be given** for the following reasons:

- Breaking classroom / school rules
- Tardy to school/class
- Disrespect toward others
- Uniform violation
- Missing homework
- Other inappropriate actions

Consequences for accumulated demerits:

- First Demerit – Warning
- Second Demerit – Warning
- Third Demerit – After school detention – 30 minutes
- Fourth Demerit – After school detention - 60 minutes/Meeting with Principal
- Fifth Demerit – After school detention – 120 minutes / Intervention Meeting with Discipline Committee
- Sixth Demerit – Saturday School
- Seventh Demerit – In-School suspension – Out of School Suspension/Meeting with the Discipline Committee and/or principal.

Out of school suspensions, Saturday School, and/or expulsions may take place for conduct “which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly violates regulations or policies of the diocese or school (Diocesan Code #5114).”

Due process procedures will be followed in all such disciplinary actions. When appropriate, in-school suspensions will be used for disciplinary action for student misconduct. The student will be removed from all other students, and will have all school and extra-curricular privileges removed for the duration of the suspension.

The school reserves the right to skip steps in the Demerit System if a serious violation is incurred.

Bullying

Our school is a community of Catholic/Christian people who care and cooperate with one another. Our St. Paul teachers, administration and staff prompt their students to make special efforts to reach out to those classmates who appear to feel lonely, who might be alienated from other students, who are having trouble adjusting either in the classroom or during recess. Through these efforts the teachers, administration, and staff help to assure that each child enrolled at St. Paul School experiences acceptance and success.

St. Paul’s Anti-Bullying Policy specifically prohibits bullying of or by any St. Paul student, with consequences for those acts that meet the definition of bullying as defined in the policy:

Bullying Definition

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Types of Bullying

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 1. Teasing
 2. Name-calling
 3. Inappropriate sexual comments
 4. Taunting
 5. Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 1. Leaving someone out on purpose
 2. Telling other children not to be friends with someone

3. Spreading rumors about someone
 4. Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 1. Hitting/kicking/pinching
 2. Spitting
 3. Tripping/pushing
 4. Taking or breaking someone's things
 5. Making mean or rude hand gestures

Bullying Response Protocol

Staff members must intervene immediately or as reasonably possible to address bullying behavior. All reports of bullying will be recorded and investigated in a timely fashion when receiving the initial report. The staff person responsible for investigating or who receives the report about bullying behavior will record the details on a bullying incident report form and take appropriate action after investigation. All bullying incidents will be reported to the school Guidance Counselor and Dean of Students. Parents will be informed of any bullying as quickly as possible. A call home is preferable, followed by an appointment at school with the parents if necessary. Severe and repeated incidents will be referred to school administration and consequences will be determined depending on the results of the investigation.

St. Paul School will not tolerate any bullying on school grounds or at any school activity on or off campus. Consequences for students who bully others may include counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation (Diocesan Policy #5140.02).

Behavior Off Campus

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. This includes the use of social media such as e-mail, Instagram, Twitter, Facebook, etc. Parents are ultimately held responsible for parenting around technology. This includes monitoring their child's use of social media and technology. Parents are also responsible for monitoring their child's behavior at school functions and sporting events on and off-campus. Discipline for such conduct shall be at the sole discretion of the school.

STUDENT TRANSPORTATION RULES AND PROCEDURES

School bus transportation is a service and should be regarded as a privilege by students and parents. It is expected that those who ride the school buses will conduct themselves as good citizens at all times. Because riding school buses is a privilege, students and parents both must exercise the responsibilities of good citizenship.

Transportation Information

Students are not permitted to ride other school district buses. For example: Westerville bus riders are not permitted to ride Big Walnut or Olentangy buses and vice versa. This is a school district liability policy. Westerville students can ride other Westerville buses in emergency situations only.

Changes in transportation must be submitted in writing to the school office for approval. If a student tries to ride a different bus and does not have a note, the bus driver will not permit the student on the bus. If a student is riding his/her same bus but getting off at a different stop, a note must also be written and signed by the parent and signed off on in the office. The notes will be given back to the students to be given to the bus driver.

Please remember ALL students (Grs. K-8) need a written note when their regular transportation changes for any reason. All notes must be turned in to the office by 8:30 a.m. Please remember to include complete names, room numbers, date and parent signature, when writing transportation notes.

The following school systems provide bus transportation for the students of St. Paul School:

<p>Westerville City Schools - 614-797-5950 Big Walnut – 740-965-8967 Olentangy – 740-657-4387 Columbus - 614-365-5074</p>

Responsibility of Students

Each year the local papers publish rules and regulations for proper behavior on the bus. All St. Paul students are expected not only to observe these norms, but to go beyond what is required and to exemplify Christian conduct, high ideals, respect, reverence, and cooperation at all times. Any child who is a disturbance (ex. stands, fights, is disrespectful, uses improper language, etc.) on the bus at any time will be asked to find another way to and from school. Proper conduct will enable the bus driver to drive carefully, to be pleasant, and will promote safety.

Bus Code of Conduct - Students

- Students are expected to behave in an orderly manner at all times while on the bus. Students must follow the instructions or directions of the driver.
- Students will load and unload from the bus at the designated stop in an orderly manner, always crossing in front of the bus in a prompt manner.
- Students are to ride only the regularly assigned bus and unload at the regular stop.
- Students should go to their side of the street immediately.
- Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
- Students should go promptly to the bus when dismissed from school. If it is necessary for students to get off the bus other than at their regular stop, they must have written permission from the parent, signed by the office.
- Students are not permitted to bring on the bus items larger than those which can be held on the lap. Animals and/or pets of any kind are not permitted.

Responsibilities of Parents

Parents/guardians are responsible for the safety and discipline of students while going to and from pickup points and at the bus stop. Parents/guardians must have their child at the bus stop ahead of time as buses operate on a time schedule as outlined by the transportation department. This schedule will not permit waiting for tardy students. Parents/guardians will be monetarily responsible for any damage done to the bus by their child.

The school does not enter disputes involving parents/guardians and/or students prior to pick up or after the return to pick up points. Please do not discuss bus problems with the driver while he/she is in his route. Parents should first report any bus incidents to the transportation department of the public school.

Suspension/Expulsion from School Bus

Proper conduct on a school bus is important because of the concern for the safety of other students and the driver. When a student does not display proper conduct on a bus, suspension and/or expulsion from the bus can be the result of the misbehavior. School personnel will make every effort to protect the rights of the student through procedures when suspension or expulsion is used.

School Bus Safety Rules

- Remain seated at all times.
- Fighting/tripping/pushing is not permitted at any time.
- Obscene language/gestures will not be permitted.

- Improper behavior is not tolerated at any time.
- Throwing objects on the bus is not allowed.
- Eating/drinking on a bus is not permitted except as required for medical reasons.
- No loud or excessive noise will be tolerated on the bus.
- Being disrespectful to others is not permitted.
- Not following bus drivers directions will result in discipline.
- Other actions which jeopardize the safety of students on the bus, will not be tolerated.

School Bus Discipline Code - Steps

First Violation: The student is given a warning by the driver.

Second Violation: The student is warned by driver and a written report is made and distributed by the transportation department to all parties.

Third Violation: Student can be assigned to a seat near driver and a written report is made and distributed to all parties. The principal may suspend riding privileges of the student.

Repeated Violations: The third violation process is repeated, with assignment to Saturday School or suspension up to 10 days.

If an incident occurs on the bus which calls for suspension from school by the code of student conduct, the code of student conduct will take precedence, and the student will be suspended from school.

Suspension From Bus Privileges

When the public school transportation department and/or the school decide that a student should be suspended from bus riding privileges, a notification letter will be sent to the parent/guardian stating the reason for the suspension, and the date on which the suspension will begin. The suspension shall not begin sooner than five (5) calendar days from the date the letter is sent. The exception to these steps will occur when the public school and /or principal decides that the offense has threatened the safety of the other occupants of the bus. In such cases, the parent shall be notified by telephone or in person of the suspension. A follow-up notification letter will be sent. The suspension will begin immediately.

Car Rider/Day Care Providers - Transportation

Parents and daycare providers are asked to wait for K-5 students in the areas designated by the school administration. Parents will be notified of the designated area for pick-up by the school. Parents and daycare providers are not permitted to wait in the hallways or other areas in the school building. This policy is for the safety of our students. In addition, the teachers on duty must see the adult accompanying students out of the designated area. Any students not picked up at dismissal will be taken to the office to wait. Walkers and car riders will be dismissed after the bus students.

A signed and dated note to your child's teacher is required for all transportation changes in **ALL grades, K-8,** including pick-up by someone other than the child's parent or guardian.

PARTIES

There will be no exchange of gifts among students at Christmas or holidays. This causes undue hardships for families. Arrangements for private parties including the distribution of invitations may not occur during school hours.

ST. PAUL SCHOOL ENRICHMENT PHILOSOPHY

The Saint Paul School faculty believes all students are gifted in a very unique way. Each child has special talents, qualities, interests, and gifts. In order to provide and promote an environment which discovers and nurtures the abilities and talents of students, we offer an integrated school curriculum. Our enrichment program serves the needs of all students. Its function is to offer broadened and deepened learning experiences which

achieve educational excellence beyond normal curriculum. Enrichment opportunities include but are not limited to: Advanced Math, Algebra, Band, Strings, Choir, creative writing, D.A.R.E., author's visit, guest speakers, Spelling Bee, Geography Bee, Spanish, field trips, Power of the Pen, Aviation Club, Chess Club, Science Fair participation at the local, district, and state level, Battle of the Books, and Accelerated Reader.

Many of the opportunities above are integrated into all curriculum areas. Many teachers introduce a thematic unit which encompasses math, science, social studies, language arts, phys. ed., music, and art. Teachers will choose speakers, field trips, videos, books, activities, etc. around one theme. Children will be encouraged to participate and contribute.

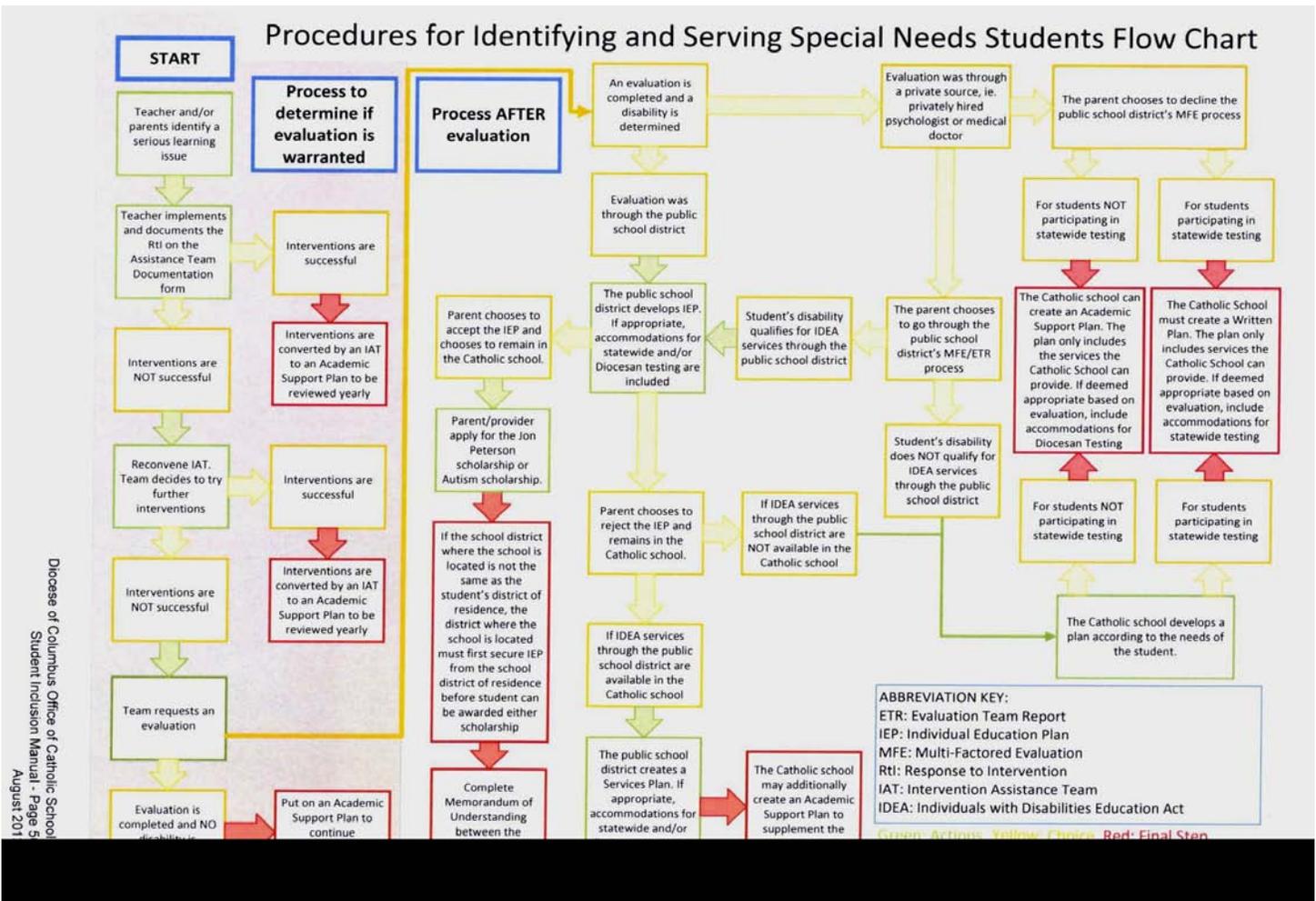
PARISH ATHLETIC ACTIVITIES (PAA)

All extracurricular athletic activities are offered through the Parish Athletic Association (PAA). Although we value these opportunities for our students to participate in athletics, these activities are not functions of the school.

SPECIAL SERVICES

St. Paul School strives to better serve the needs of young people in our Parish who have special educational and physical needs. Recognizing that educating students with disabilities often requires more intensive instructional support, an Intervention Specialist, Psychologist, Guidance Counselor, Speech and Hearing Therapist, and Reading Tutor are available on staff for students identified as needing these services.

The criteria identified for services under IDEA 2004 (Individuals with Disability Education Act) must meet specific criteria. There are also procedures in place for identifying and serving special needs students. This procedure includes having the child's parent(s) meet with the school's Intervention Assistance Team ((IAT). A meeting called by the teacher or parent(s) is often referred to as an IAT meeting. The Intervention Assistance Team members include a school administrator, teachers, Intervention Specialist, School Psychologist, and Guidance Counselor. Other specialists may be invited to attend depending on the student's need. The flowchart below outlines the procedures for identifying and serving students with identified special needs:



It is imperative that you contact your child's teacher if you suspect a serious learning issue. St. Paul School strives to follow best practices when working with children who have special needs in our schools by identifying as early as possible those who need more support or specific interventions to succeed. This includes children whose needs rise to the level of a disability, as well as children whose needs are significant but do not meet the criteria of a "disability." This may include children who have documented chronic health problems, children who suffer a traumatic experience (such as a death of a parent), children identified as AD/HD, hearing loss, or a learning disability.

HEALTH & WELLNESS & SAFETY

St. Paul School recognizes that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. St. Paul School will therefore follow and abide by the following Diocesan Policy #5145:

WELLNESS

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to positively impact eating behaviors.

Nutrition Education:

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study (2010).
2. Nutrition guidelines, My Plate, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

Physical Education:

1. Physical fitness is supported through the Diocesan Physical Education Course of Study (2010).
2. All elementary students and the designated grade levels in high school shall participate in Physical Education.
3. All appropriate grade levels will have scheduled recess times.
4. Discipline should not include loss of recess time except in rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

The school has activities in which both nutrition and physical education are inherent parts of the activities. Therefore, the school must be mindful of these connections when planning activities.

School-Based Activities

1. The Religion Course of Study (2006) supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
2. The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.
3. Schools are encouraged to consider healthy food or non-food fundraisers.
4. Parent(s)/guardian(s), students, and the school community should be updated annually regarding the content and implementation of the policy.
5. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

All schools with a lunch program must follow nutritional guidelines.

Nutrition Guidelines

1. School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services, and Federal School Lunch Guidelines.
2. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day
3. Schools should evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available.
4. Drinking fountains are available in all buildings.

All schools are required to periodically measure and evaluate the implementation of their wellness policy.

Measurement and Evaluation:

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

Immunizations/ Physical Exams

- Children are required to be immunized according to the requirements by the State of Ohio.
- The Diocese of Columbus Policy #5115 requires that Kindergarten and all new students have a physical examination before entering school.
- If a child has a health problem documentation by the physician is required for the child's school health record. Please update information regularly.

School Nurse

A full- time school nurse is available for first aid, student illness and health assessment procedures. She also assists the faculty in obtaining speakers, and materials relating to health and safety emphasizing the wellness of the students and staff.

Parents are notified of current health problems and, if necessary, discuss further evaluation pertaining to the student's health assessment.

Students are supervised in the administration of any medication, prescription or non-prescription. Parents or guardians and the physician's written permission are necessary for medications to be taken at school.

Medication must be in the original prescription bottle and stored in a locked area in the Health Service Room. Students are not permitted to possess any medication – prescription or non-prescription (examples: aspirin, cough drops, vitamins, food supplements). Medication should be given at home before or after school if at all possible.

Students report to the Nurse's Office for medications, illness and first aid assistance. This is done with the permission of the teacher or supervisor, if possible. In the event of illness or injury, the parent/guardian of the student is called. If they are unable to be contacted, the person designated on the Emergency Card is called. Calls are initiated from the office and/or Health Service Room. The person accompanying the student home should meet him/her in the School or Nurse's office before leaving.

A child will be sent home if he/she has:

- **A temperature of 100 degrees or greater**
- **Vomited**
- **An undiagnosed rash**
- **A suspected contagious disease**
- **Pediculosis (head lice)**

Please remember that before a child may return to school, he/she must be:

- **Fever free for 24 hours**
- **Vomit free for 24 hours**
- **Diarrhea free for 24 hours**

- **On medication, if prescribed, for 24 hours**
- **Treated and nit free with regards to pediculosis (head lice)**
- **Free of contagious disease (a doctor's note may be required)**
- **Strep – students need to remain home until they have their strep culture results or any other culture results.**
- **If a rapid strep culture is negative the student must remain at home until the results of the 24 hour test is back.**

Emergency cards are reviewed each year and are required to be updated as changes occur. Parent(s)/guardians are to refrain from sending children to school if ill in the a.m. or during the night before, and/or have early symptoms of possible communicable disease.

Lice Policy

The following procedures will take place when it is discovered that a student has head lice:

- The infected student(s) parent must immediately notify the school nurse or school official that their child has an active case of head lice or has been in contact with a child/family with head lice.
- The infected child will be removed from school upon discovery of head lice so that the child's parents can administer appropriate medical treatment.
- The school nurse or a school official will consult with the affected child's parent(s) if necessary to educate them as to the nature of lice infestation, appropriate medical treatment, the screening of other family members, and household treatment to avoid re-infestation.
- The child will be readmitted to school as early as the next school day if proof of treatment is provided to the school nurse, no active infestation is detected, and there are no nits present.
- Appropriate anti-infestation measures will be taken in the classroom(s) where the infestation was found. This will include student education as to the spread of lice and the appropriate cleaning of the room.
- A letter will be sent home to all parents in the classroom where an infestation is discovered stating that lice has been discovered and appropriate detection and prevention measures to be taken at home.
- The school principal may exclude from school a child(ren) if it is determined that a family has not followed proper procedures to eradicate the infestation. This includes the use of pediculicide shampoos and evidence of the removal of nits.***

MRSA

MRSA *Staphylococcus aureus* is a type of Staph infection that may be difficult to treat because it is resistant to many antibiotics. According to the Ohio Department of Health, the environment has not played a significant role in the transmission of MRSA. Medical studies show that skin-to-skin contact, direct contact with an infected cut or scrape, or contact with contaminated surfaces are likely sources of transmission. MRSA skin infections are not spread through the air. Our school building is cleaned daily to help prevent the spread of disease and common ailments such as the flu. Furthermore, we use cleaning products that are known to kill the MRSA strain.

A MRSA infection can resemble a spider bite, abscess or pimple. Symptoms include redness, warmth, swelling and tenderness. The number one prevention technique recommended by all public health agencies is to practice good hygiene. Students can protect themselves by:

1. Keeping their hands clean by washing with soap and warm water, and showering after sport practices and games;
2. Keeping cuts and scrapes clean and covered with a bandage;
3. Not sharing personal items such as towels or razors;
4. Using barriers like clothing or towels between skin and shared equipment; and wiping surfaces of equipment before and after use.

We share your concerns about the health and safety of our students and continue to take steps to protect them. We encourage you to familiarize yourself with the possible signs of Staph infections, and to seek immediate medical attention if you suspect that you or your children are exhibiting any of these symptoms. There is a wealth of information available to you at www.odh.ohio.gov and www.cdc.gov.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF YOU SUSPECT A STAPH INFECTION – SEEK IMMEDIATE MEDICAL ATTENTION. STUDENTS WITH A DIAGNOSED CASE OF MRSA WILL NOT BE PERMITTED BACK TO SCHOOL WITHOUT A DOCTOR’S NOTE. ALL PHYSICIAN’S NOTES MUST BE SIGNED WITH THE ORIGINAL SIGNATURE OF THE DOCTOR (STAMPED OR NURSE’S SIGNATURE WILL NOT BE ACCEPTED).

Pet Policy

For the health and safety of students, pets and animals are **NOT PERMITTED** in the school without permission from the school office.

Drugs and Alcohol

Any student using drugs or alcohol or having drugs or alcohol in his/her possession or bringing said chemicals on to school premises, is subject to the following disciplinary action:

Expulsion from school

Participation in a treatment program

In-patient treatment

Other disciplinary action deemed appropriate

FIELD TRIPS

When a student participates in a school sponsored field trip, the student must leave from school and return to school with the class. Parent chaperones are asked not to bring siblings with them on the field trip. Chaperones need to be available to monitor the students and their group.

Field Trip Medication and Medical Procedure Policy

St. Paul School teachers receive medication and medical procedure training for all medications and emergencies. St. Paul School teachers are responsible for obtaining students’ medication and supplies to be taken on the field trip. Teachers double-check the medications before they leave. Only St. Paul School teachers or the student’s parent/guardian are sanctioned to administer medications to students.

Students who have life-threatening conditions or require that a medication be administered, must be with the teacher or that child’s parent AT ALL TIMES. Only St. Paul School teachers or the student’s parent/guardian can assume responsibility to monitor blood glucose levels or other procedures as ordered by the physician and parent.

St. Paul School teachers must have all proper authorization forms completed by parents and physicians with him/her at all times during the field trip. Should the field trip occur outside of regular school hours and the student requires medication, the teacher must secure additional authorization forms completed by the parent and physician. The parent must send in the additional medications to be taken.

Students with life threatening conditions who do not have completed authorization forms from the parent and physician and who **do not have the medication available to take on the field trip will not permitted to participate in the field trip activity.**

WEAPONS/DANGEROUS OBJECTS

No student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions. (Diocesan Policy 5140.11)

If a student is found to be in violation of Policy 5140.11 any or all of the disciplinary actions listed below may be imposed by the administrator depending on the severity of the offense as well as the previous disciplinary record of the student:

Detention

Saturday School

Approved school – community service

Referral to Juvenile Court and/or other appropriate law enforcement agency

Expulsion from school following suspension

(Diocesan Regulation 5140.12)

CUSTODIAL AND NON/CUSTODIAL PARENT POLICY

St. Paul School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been changed. For this reason, we find it necessary to clarify and reiterate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, report cards, interim reports, discussions with school personnel, and tuition and fee statements.

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to which ever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the custody of the children and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent.

Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the noncustodial parent has a right to the same access as the custodial parent. We will, unless instructed by a court order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home or residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services. Furthermore, you should realize that unless restricted by a court order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

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

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations. In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents. Every effort will

be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

As a point of policy, the school administration does not decide and will not decide which parent may or may not pick up his/her child. This is not our responsibility. Unless we have a specific court order, we may not and will not involve ourselves in this type of decision.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

When Westerville schools close due to inclement weather, St. Paul ALSO closes due to the fact that Westerville is our major transporter of students. Big Walnut and Olentangy districts transport our children, too. When these school districts close due to weather conditions, parents must provide transportation to and from school if St. Paul School is in session. If Columbus Catholic Schools close due to inclement weather, please ignore this broadcast and only follow the Westerville City Schools Closure.

EMERGENCY MEDICAL INFORMATION

Each student is to have an emergency medical authorization form on file. This form must be completed by a parent or guardian online through School Speak. If you should change your address or have a new telephone number (work or home), please notify the school office and remember to update your profile on School Speak so that all records will remain current.

CRISIS PLAN

St. Paul School will implement a crisis plan in the event of an intruder entering the building or school grounds. The classrooms and building will be locked down until the intruder is apprehended by the proper authorities.

In the event that we must evacuate the school or campus, parents will be notified and you will be asked to arrange to have your child/children picked up prior to the normal dismissal time. The school regularly conducts emergency procedures drills including lock-downs during the school year.

HOT LUNCH PROGRAM

Children may purchase a hot lunch at school or bring a sack lunch and purchase milk at school. Parents and teachers should discourage wasting of food. Parents are asked to discuss this matter with their child prior to ordering hot lunches. **Parents are not to bring in lunches purchased at fast food or other restaurants for their student.** Parents are not permitted to bring treats to the cafeteria for special occasions for example, their child's birthday. The school has to closely monitor the food in the cafeteria due to the high number of allergies children have.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S.

Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

REGISTRATION AND ADMISSION OF STUDENTS

Kindergarten Registration

The date for kindergarten registration will be announced in the parish bulletin and publicized locally. To be enrolled in Kindergarten, a child shall have reached the age of five years on or before the 30th day of September in the school year during which the child enters kindergarten. Baptismal and birth certificates, and social security card must be presented at the time of enrollment.

An assessment of registrations and recommendations shall be made to parents regarding the appropriateness of kindergarten placement. Decisions regarding admission shall be shared with parents. Students will be accepted according to the following guidelines.

1. Parishioners with siblings already in school
2. Parishioners with child now ready for school
3. Catholic non-parishioners
4. Non-Catholics with siblings already in school
5. Non-Catholic

WITHDRAWALS

When a child is to transfer to another school, the parents should notify both the teacher and Principal before the date so that all records and accounts are in order. Transfers will be handled according to Diocesan and State policies. The reason for withdrawal is recorded on the permanent record card. A copy of the student's immunization record is available upon request.

Tuition will be refunded on a pro-rated basis when a child is withdrawn from St. Paul School due to a job/family relocation out of our area.

Tuition reimbursement to families who transfer their child/children from St. Paul School for reasons other than a job/family relocation out of area will be as follows:

- **Withdrawal before November 1st – Tuition will be refunded on a prorated basis. There will be a \$300/child processing fee.**
- **Withdrawal after November 1st – Tuition will not be refunded.**

SAFETY RULES

Playground

- At the sound of the bell, students are to stop whatever they are doing, then walk quietly to their line.
- No child is permitted to leave the school playground area without the permission of an adult on duty.
- When a whistle blows everyone must stop immediately.
- No playing with hard balls is allowed at any time.
- Wrestling and rough play on the blacktop or field are dangerous. Any type of game that involves tackling is prohibited.
- Children must play in areas assigned to them.
- All teachers and parents on duty are to be obeyed promptly and respectfully. Every teacher has jurisdiction over every pupil of the school, and every pupil owes respect and obedience to each member of the faculty, all school personnel, and parents.
- Fighting is not permitted.
- No student is permitted at anytime to be alone on the school grounds.

Halls and Stairs

In the halls and stairways, students are to walk in single lines quietly on the right side. Loud talking, shouting, pushing or shoving is absolutely not permitted. Students are not to be in the hallways, during class time without permission. Students who are in the halls or stairways without permission will be sent to the principal's office.

ST. PAUL SCHOOL UNIFORM/DRESS CODE

The purpose of the **Dress Code** is to minimize influences that distract from the goals of the school and to eliminate unnecessary competition in dress and focus the attention on learning and growing. The dress of our students should reflect the worth of and respect for each person in the light of Catholic principles. Therefore, we expect each student to dress and groom themselves in a manner that is modest, clean and appropriate to a Catholic school learning environment.

Students who are at school and wearing clothes that do not adhere to the dress code will be removed from class until they are properly attired. In addition, violators of the dress code may be issued a demerit. Students who have continued problems following the dress code will face additional punishments. While parents and students have the primary responsibility for personal appearance, the administration is responsible for interpreting dress regulations. St. Paul students are expected to adhere to the following dress code.

STANDARD UNIFORM FOR BOYS GRADE LEVEL K-8

Item	Acceptable Attire
Shorts: K-5 boys	<ul style="list-style-type: none">• Navy blue Bermuda shorts/Walking shorts that fall at the top or middle of the knee may be worn the first day of school through September 30th and again from May 1st to the close of the school year.• Athletic type shorts are not permitted to be worn at any time.
Pants: K-5 boys	<ul style="list-style-type: none">• Navy blue traditional dress slacks must be worn.• Corduroy pants, cargo pants or jeans are not allowed.
Shorts: 6-8 boys	<ul style="list-style-type: none">• Navy blue or Khaki Bermuda shorts/Walking shorts that fall at the top or middle of the knee may be worn the first day of school through September 30th and again from May 1st to the close of the school year.• Athletic type shorts are not permitted to be worn at any time.
Pants: 6-8 boys	<ul style="list-style-type: none">• Navy blue or Khaki traditional dress slacks must be worn.• Corduroy pants, cargo pants or jeans are not allowed.
Shirts: All boys	<ul style="list-style-type: none">• Light blue or white knit polo shirts with collars, short or long sleeves.• Shirts must be tucked in at all times and must be modestly buttoned.• Monograms are not allowed. Only the approved St Paul logo is permitted.• T-shirts worn under the uniform shirt must be plain white. No gym shirts may be worn under uniform. No inappropriate language, advertising or messages.
Ties: 7-8 boys	<ul style="list-style-type: none">• Boys are permitted to wear ties to school any day.• Ties are REQUIRED for Mass, religious celebrations and special dress-up activities throughout the school year.• <i>Only conservative ties will be permitted, NO cartoon characters.</i>
Socks: All boys	<ul style="list-style-type: none">• Socks must be worn at all times.• Plain white, black, gray, tan, khaki or navy socks that are above the ankle are required.• An inconspicuous small brand logo or insignia is permitted. ex. Nike swish

STANDARD UNIFORM FOR GIRLS GRADE LEVEL K-8

Item	Acceptable Attire
Jumper: K-5 girls	<ul style="list-style-type: none"> • Blue/gray plaid. • All jumpers must rest at the top of the kneecap in length and be worn at the student's natural waistline. • It is recommended for the younger children that bike shorts be worn under the jumper on all school days.
Jumper: 6-8 girls	<ul style="list-style-type: none"> • Solid Navy with embroidered SPS logo. • All jumpers must rest at the top of the kneecap in length and be worn at the student's natural waistline.
Skorts: K-3 girls	<ul style="list-style-type: none"> • Blue/gray plaid • All skorts must rest at the top of the kneecap in length and be worn at the student's natural waistline. • Skorts are not allowed for grades 4-8
Shorts: K-5 girls	<ul style="list-style-type: none"> • Navy blue Bermuda shorts/Walking shorts that fall at the top or middle of the knee may be worn the first day of school through September 30th and again from May 1st to the close of the school year. • Athletic type shorts are not permitted to be worn at any time.
Pants: K-5 girls	<ul style="list-style-type: none"> • Navy blue traditional dress slacks must be worn. • Corduroy pants or jeans are not allowed.
Shorts: 6-8 girls	<ul style="list-style-type: none"> • Navy blue or Khaki Bermuda shorts/Walking shorts that fall at the top or middle of the knee may be worn the first day of school through September 30th and again from May 1st to the close of the school year. • Athletic type shorts are not permitted to be worn at any time.
Pants: 6-8 girls	<ul style="list-style-type: none"> • Navy blue or Khaki traditional dress slacks must be worn. • Corduroy pants or jeans are not allowed.
Shirts: All girls	<ul style="list-style-type: none"> • Light blue or white blouses or knit polo shirts with collars, short or long sleeves. • Ruffles, lace, or oversized sleeves are not allowed. • Shirts must be tucked in at all times and must be modestly buttoned. • Monograms are not allowed. Only the approved St Paul logo is permitted. • T-shirts worn under the uniform shirt must be plain white. No gym shirts may be worn under uniform. No inappropriate language, advertising or messages.
Socks/Tights: All girls	<ul style="list-style-type: none"> • Socks must be worn at all times. • Plain white, black, gray, tan, khaki or navy knee socks are required. • White, black, gray, tan, khaki or navy cable or knit tights may be worn with uniform jumpers October 1st through April 30th. No hosiery permitted. • Ankle socks are permitted for grades K-3 only when shorts are worn during our warm weather uniform dates. • An inconspicuous small brand logo or insignia is permitted. ex. Nike swish

STANDARD UNIFORM FOR ALL CHILDREN (BOYS & GIRLS) GRADE LEVEL K-8

Item	Acceptable Attire
Belts: All	<ul style="list-style-type: none"> • Belts are required with both pants and shorts and must be visible in the front and back at all time. • Belts may be a solid color black, brown, navy or khaki.
Sweaters/ Sweatshirts: All	<ul style="list-style-type: none"> • <i>Solid-colored</i> navy, gray, black, or white long sleeve sweater or vest, traditional length. Sweaters may be cardigan or slipover style with crew-necks, or v-necks. • Sweaters must be plain with no monograms. The St. Paul logo is allowable. • St. Paul gray uniform sweatshirt or St. Paul gray or navy fleece from the uniform store are permitted to be worn in cold weather. Full or half zipped fleeces are permitted. (A collared shirt or blouse must be worn underneath all sweaters/sweatshirts and fleece). This is the ONLY outer garment that can be worn during school hours. No hooded sweatshirts or PAA spirit wear are permitted.
Shoes: K-5	<ul style="list-style-type: none"> • Solid colored black, navy, tan or brown dress shoes, flat, oxford, saddle shoes, Sperry, Toms or loafer styles are permitted. • Shades of the same color on shoes are permitted. • Conservative-style athletic/tennis shoes are permitted to be worn daily in <i>SOLID BLACK</i> or <i>SOLID WHITE</i> with an inconspicuous small brand name logo or insignia. (This logo, if very small, may be in a contrasting color). No other accent colors/designs are allowed. • Only shoes that enclose the entire foot are permitted. Only black, white, navy tan or brown shoestrings are allowed. • SHOESTRINGS MUST BE TIED AT ALL TIMES. • High heels, wedge heels, sandals, slides, open toe, open heels, sneakers with wheels or lights are not permitted to be worn in the school building. • Tennis shoes may be worn by students who bring in a signed note from a medical doctor stating why the student can not wear dress shoes and for what specific amount of time they are to wear them. Notes must be brought into an administrator and approved.
Shoes: 6-8	<ul style="list-style-type: none"> • Solid colored black, navy, tan or brown dress shoes, flat, oxford, saddle shoes, Sperry, Toms or loafer styles are permitted. • Shades of the same color on shoes are permitted. • Athletic/tennis shoes will only be permitted for use during gym or athletic activities held at school. • Only shoes that enclose the entire foot are permitted. Only black, white, navy tan or brown shoestrings are allowed. • SHOESTRINGS MUST BE TIED AT ALL TIMES. • High heels, wedge heels, sandals, slides, open toe, open heels, sneakers with wheels or lights are not permitted to be worn in the school building. • Tennis shoes may be worn by students who bring in a signed note from a medical doctor stating why the student can not wear dress shoes and for what specific amount of time they are to wear them. Notes must be brought into an administrator and approved.
Boots: All	<ul style="list-style-type: none"> • Boots may be worn during the winter months for protection, warmth and safety ONLY when it is snowy, icy, or extremely cold outside. • Boots must have a flat heel and be suitable for adverse winter conditions.

Hats and Outerwear: All	<ul style="list-style-type: none"> Hats, coats, and outside jackets are not to be worn in the school building during the day. Students need to dress appropriately in uniform code apparel to keep warm. Students are encouraged to wear the appropriate outerwear when it is cold. Students are sent outdoors for recess unless the weather is extremely wet or cold. Spirit Wear purchased from PAA is NOT part of the school uniform that is worn during the school day. Outerwear may be worn to and from school, not during school hours.
Jewelry: All	<ul style="list-style-type: none"> Watches and religious necklaces appropriate for Catholic school, crosses no larger than 2" in length, are permitted, as long as they are not a disruption/distraction to learning (no cords, ribbons, wires, strings, etc.). No bracelets, rings, or wristbands of any kind are permitted. Body piercing is not permitted, except for small discrete, gold or silver earrings worn by female students. No multiple sets. For safety reasons, no hoop or dangling earrings are permitted. Piercings are not permitted for boys.
Hair: All	<ul style="list-style-type: none"> Students are expected to maintain clean, well-groomed hair that does not obstruct their vision in any way. Boys' hair must be above the ear and above the collar. Eyebrows must be visible at all times. Boys are to be clean-shaven. All hairstyles are to be conservative with the student's natural hair color, no extreme styles or colors, and no bleached tips or highlighting. No fake hair, hair extensions, or artificial braids. Hair accessories must be blue, black, gray, white or school plaid. Headbands need to be 2" or less. No cheerleading (large) bows. No scarves allowed.
Makeup / Tattoos: All	<ul style="list-style-type: none"> Minimum make-up in good taste is acceptable for eighth grade girls only. No make-up is permitted K-7th. No fingernail polish or acrylic, artificial or French nails may be worn by girls at any grade level. No visible tattoos or body art including ink and rub on tattoos are permitted.
Organizational Uniforms: All	<ul style="list-style-type: none"> Uniforms for Scouts, Brownies, etc. may be worn on the groups meeting days. Students who participate in a St. Paul School event or race for a charitable cause may be out of uniform the following school day if they wear the t-shirt or sweatshirt from the event. Students should get permission from the office on that day and comply with the published out-of-uniform guidelines.

PHYSICAL EDUCATION UNIFORM FOR ALL CHILDREN (BOYS & GIRLS) GRADE LEVEL K-8

Item	Acceptable Attire
K-5	<ul style="list-style-type: none"> K-5 children are not required to dress for Phys. Ed. Please have children wear non-marking tennis type shoes. Girls are to wear shorts under their jumpers on gym days.
6-8	<ul style="list-style-type: none"> SHORTS: Black, blue or gray soccer type shorts to the top of the knee cap. Boxer shorts are not permitted. SHIRTS: SPS Phys. Ed. Shirt or Walk-a-thon shirts are permitted to be worn. SHOES: Tennis, basketball or aerobic style shoes. Platform tennis shoes are not permitted. Shoes must be laced tightly at all times.

OUT-OF-UNIFORM ATTIRE FOR ALL CHILDREN (BOYS & GIRLS) GRADE LEVEL K-8

Out-of-Uniform days are approved by the Principal throughout the school year for various activities and as an earned reward. The school administration reserves the right to provide something for the students to wear when students are dressed inappropriately/immodestly for out-of-uniform days. Out-of-uniform does not necessarily mean a “dress down” day. Please note that students who attend any school-related activities outside of the school day such as middle school dances, concerts, awards assemblies, graduation, etc. are expected to follow the out-of-uniform St. Paul School dress code. Shorts are not permitted to be worn between October 1st and April 30th.

Students are expected to be well groomed and dressed in a respectful manner indicative of the dress code policies. Students who come to school in clothing that does not meet the out-of-uniform dress code requirements will be directed to call home for their regular uniform. If a parent is not available to bring in the regular school uniform, we will do our best to provide the student with one. Students who do not adhere to dress code will lose the privilege of participating in out-of-uniform days.

Item	Acceptable Attire	Not Acceptable Attire
GIRLS	<ul style="list-style-type: none"> • Jeans or corduroy pants provided they do not have holes in them, are not ripped or torn, are not too form fitting, or low rise (fit lower than slightly below the waistline). • Skirts/skort. The length of the girls’ skirts/skort must be at the top of the knee or no shorter than ½ inch above the knee. • Leggings may be worn underneath a dress or long tunic top. Tunic tops should be just above the knees. • Walking or Bermuda shorts of any color (<i>in season</i> – must follow the published regular uniform rules on length and wear) • Long and Short-sleeved shirts/blouses – camisoles under tops when needed. • Sweatshirts and t-shirts provided that they have no inappropriate/obscene/drug/ alcohol, etc. related saying or pictures or anything that could be perceived as offensive. • Athletic shoes may be worn. 	<ul style="list-style-type: none"> • Jeggings/leggings • Pajama style and flannel pants, basketball/athletic shorts, camouflage pants • Sweat Pants/Athletic pants (nylon, jogging, yoga etc.) • No baggy, sagging, cargo, ties at the hem, frayed ends, elastic or zippered legs, form-fitting stretch pants, flare or large/patch pockets on pants or shorts are permitted. • Low cut, spaghetti straps, strapless tops, tank tops or sleeveless tops (<i>even if something is worn underneath</i>) • Midriff tops, tube tops, and half-shirts. Stomach and back must be completely covered. • Under Armor shirts • Fashion boots or boots with a high heel • Shoes with wheels or lights • Flip flops, crocs or any open toe/heel shoes • Colored shoe strings

BOYS	<ul style="list-style-type: none"> • Jeans or corduroy pants provided they do not have holes in them, are not ripped or torn, are not too form fitting, or low rise (fit lower than slightly below the waistline). • Long and Short-sleeved shirts • Sweatshirts and t-shirts provided that they have no inappropriate/obscene/drug/ alcohol, etc. related saying or pictures or anything that could be perceived as offensive. • Walking or Bermuda shorts of any color (<i>in season</i> – must follow the published regular uniform rules on length and wear). • Athletic shoes may be worn. 	<ul style="list-style-type: none"> • Pajama style and flannel pants, basketball/athletic shorts, camouflage pants • Sweat Pants/Athletic pants (nylon, jogging, etc.) • No baggy, sagging, cargo, ties at the hem, frayed ends, elastic or zippered legs, form-fitting stretch pants, flare or large/patch pockets on pants or shorts are permitted. • Muscle shirts, sleeveless shirts, tank tops or half-shirts • Under Armor shirts • Shoes with wheels or lights • Flip flops, crocs or any open toe/heel shoes • Colored shoe strings
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updated 8/15/17

We realize that much of what your children may wear socially outside of school do not match the out-of-uniform dress code that is published. However, in maintaining with our core principles of minimizing influences that distract from the goals of the school and eliminating unnecessary competition in dress, we respectfully require that the out-of-uniform dress code be followed or that you send your child to school in the normal school uniform attire.

NEW UNIFORMS may be purchased at:

- School Days Uniforms
 - 73 N. Stygler Rd, Gahanna, OH 43230; Phone: 614-476-4104
 - 4507 N. High St, Columbus, OH 43214; Phone: 614-262-6016
- Educational Apparel - 3906 Brown Park Dr, Hilliard, OH 43026; Phone: 614-876-3030 ext. 1
- Schoolbelles - 2759 Martin Rd, Dublin, OH 43017; Phone: 614-336-2040

USED UNIFORMS: Summer Sales (*watch the Sunday bulletin for dates*)

- Second Glance Uniforms - 5965 S Sunbury Rd, Westerville, OH 43081; [614-898-3680](tel:614-898-3680)

PUBLISHING STUDENT INFORMATION

Directory information regarding students will be released in various formats, including websites and social media, unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. (See Diocesan Regulation 5126.0)

A consent signed and dated by the parents(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records. (See Diocesan Regulation 5126.2)

DIRECTORY INFORMATION NOTICE

A student directory is published each year. This directory contains the name of student, parent name, address, phone number, teacher and grade level.

STUDENT RECORDS

No data shall be released about students without the written consent of the parents(s) / guardian(s) of a minor student or the student who is 18 years of age or older.

Those who are permitted to view an individual student's records are:

- School personnel
- Parent(s) / guardian(s) of a minor student;
- The student who is 18 years of age or older;
- Non-custodial parent of an individual minor student unless denied access by court order
- Officials of other schools to which the student transfers.

Parents(s) / guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s) / guardians(s) of a minor student or of the student who is 18 years of age or older. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected. (Diocesan Policy #5125.0)

VISITORS TO THE SCHOOL

Any parent or visitor to the school must enter through the main school doors and report to the school office. Parents and visitors must sign in and take a badge that is to be worn while the guest is in the building. **No one is permitted to go to a classroom or any other area of the building without signing in at the office first.** All volunteers must have completed a BCI fingerprint check and have attended a Protecting God's Children class before they help within the school or at a school sponsored activity. A certificate of completion of the Protecting God's Children training and a copy of the BCI report are kept on file in the diocesan office.

CELL PHONE POLICY

Students may not have cell phones on their person during the school day. Students may not use cell phones at any time during school hours (7:30a.m. to 2:45pm). This includes any event or activity that is sponsored by the school such as field trips, special programs, etc. If it is necessary for students to have access to a cell phone after school hours, the phone must be kept in the student's locker and turned off during the school day. Cell phones will be confiscated from students who are caught using a cell phone during the school day. Cell phone **privileges may be denied at the discretion of the school administration.** Disciplinary actions will be taken to include detention, Saturday school, or school suspension.

REGISTRATION AND ADMISSION OF STUDENTS

The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the students' life and academic program. Students should not apply unless they desire and intend to participate as fully as possible in the religious program of the school.

Catholic schools should emphasize the broadening and enriching educational opportunities afforded in culturally and racially mixed school situations.

Catholic schools should continue and, where needed, intensify their efforts to recruit teachers and enroll students to achieve racial integration while maintaining the Catholic character of the school. Policy #5119.1 from the Diocesan Office states that these guidelines may be waived in order to promote racial integration.

Criteria for available student-aid and tuition assistance shall continue to feature first consideration to students from low income families.

A NOTICE OF NON-DISCRIMINATORY POLICY FOR ST. PAUL SCHOOL

“The Catholic schools recruit and admit students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the schools will not discriminate on basis of race, color or ethnic origin in administration of their educational policies, scholarships/loans/fee waivers, or educational programs. In addition, the schools are not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. The Catholic schools will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

HIGH SCHOOL MATRICULATION

Students graduating from St. Paul the Apostle Elementary School feed into St. Francis De Sales or St. Charles High Schools. The location of the residence of the student’s legal guardian is also a factor in making this determination.

COMMUNICATION

Once a month, The Quill newsletter is available on-line. If you do not have internet access please notify the school office to obtain a copy. This newsletter includes general information affecting the entire student body, as well as newsworthy items from each grade level. Other school-related communications can be placed in the newsletter with the approval of the principal. In communicating with teachers, parents should call the school or email the teacher. Teachers will return the parent’s call. Teachers should not be called or texted at home. **All time sensitive communication (i.e. transportation changes) should go through the office.**

TELEPHONE

The school phones are available for school business. The number is 614-882-2710. Teachers and parents should not use the phone for an extended time. If in the course of a phone conversation it seems that a conference is needed, then special arrangements should be made. Parents who are volunteering their services at school should feel free to ask to use the office phone. Students may not use the school phone or receive calls without permission from the office.

ST. PAUL HARASSMENT POLICY

Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeteria, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics. It is the policy of St. Paul School and the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer – male or female – should be subjected to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of a sexual or gender-based nature;
- Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or objects;
- Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti of a sexual nature;

- Fondling oneself sexually or talking about one’s sexual activity in front of others;
- Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature – it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take any personnel or academic action on the basis of a person’s submission to or refusal of sexual overtures. No person should so much as imply that an individual’s “cooperation” or submission to unwelcome sexual activity will have any effect on the individual’s employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

Any person who believes he/she are subject to harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. The student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

Where it is determined that improper harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

TERMS AND CONDITIONS FOR TECHNOLOGY ACCESS AND USE

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. Students will be required to act appropriately when utilizing technology equipment and work areas. Communication over the diocesan network is not to be considered private. The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources. School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

Acceptable Use of Technology Resources

Students are responsible for appropriate behavior when using diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks.
- Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that files are virus free.
- Do not attempt to gain unauthorized or illegal access to diocesan or school technology resources or any other technology resources.
- Do not attempt to gain access to the diocese or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not use diocesan or school resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network administrator.
- Do not view, send or access abusive, obscene or harassing materials. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments, download or play games; subscribe to or access listservs; manage or access personal webpages or personal servers; download music files or check, send or receive personal e-mail.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not waste school resources by printing excessively.
- Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to diocesan or school technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese and the school will not be responsible for financial obligations arising from unauthorized use of the system.

Student Use of Online Resources

St. Paul School serves to protect and maintain the privacy of our students as they engage with the increasingly necessary and engaging digital tools to support learning, classroom activities and project work. Visit this link (<https://goo.gl/VEITOL>) for an ongoing list of the websites with which your child may interact as a registered user as a result of his/her work in the classroom.

Google Apps For Education

St. Paul School participates in the Google Apps For Education program (GAFE). Each student will be issued a GAFE account. The following are examples of services available to St. Paul School: Gmail, Calendar, Drive, Docs, Sheets, Slides, Sites, Forms, Classroom, etc. The applications usage will depend on grade level and educational need.

The teachers will make every reasonable effort to monitor student conduct related to the use of GAFE in order to maintain a positive learning community. All participants will be respectful in their postings and comments. Inappropriate language, personal insults, profanity, spam, discriminatory remarks, or threatening comments will not be tolerated.

Google Apps for Education is also available at home, the library, or anywhere with internet access. School staff will monitor use of Apps when students are at school. **Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.**

Safety- Student safety is our highest priority. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

Students are responsible for the use of their individual accounts and should take all precautions to prevent others from accessing their account information. **Under no conditions should a user provide his or her password to another person.**

Social Media

Defamatory or threatening statements made on social media can result in discipline of the student(s) and the account holder. Parents or any member of the St. Paul School community who post defamatory, threatening, or offensive statements will be asked to remove the offensive material and/or withdraw his or her child from the school. This includes the use of social media for such purposes that may prove detrimental to the common good, threatening, harmful or offensive to other parents, student, staff, and administration or is of such a nature as to jeopardize the good name of the school.

No one may use the name of the school, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, without the express written permission of the principal or pastor.

TUITION

Tuition not paid in full the first week in August is handled by an outside company, FACTS Tuition Management. A checking or savings account can be debited on a monthly, quarterly, or semi-annual basis. The on-line application for FACTS Tuition Management is obtained from the school website, and is due the first week in August. The school does not collect tuition payments.

Tuition Payment: Each year families will be given up to four options for paying tuition: monthly, quarterly, semi-annually, and annually.

Monthly – The first payment will be due beginning in August with the final payment in May.

Quarterly – The first payment will be due beginning in August. The remaining payments will be due in November, January and March.

Semi-Annually – Half of the tuition payment will be due in August with the balance due in January.

Annually – Total tuition will be due and collected in full by the first week in August. A courtesy discount of 3% is offered to those families who pay their tuition in full by the first week of August. You are able to pay annually with a credit card through FACTS tuition management only.

Extra fees for instructional materials, PAC, and any other designated fees are due in full for each student by the first week of August. This applies to every payment plan. Students may not be admitted to school unless payments have been made according to the above policies.

Any family experiencing difficulty meeting the tuition payment schedule due to financial hardship should notify the School Administration immediately. The School Administration, in consultation with the Pastor may exercise reasonable discretion to alter the payment schedule and/ or payment amounts on an individual basis in case of financial hardship.

Parishioners with children in St. Paul School are required to contribute to the Sunday collection at a minimum level of \$400 per year. Failure to meet the minimum requirement will result in families being billed for tuition at the non-member rate.

Collection Policies: The School Advisory Board discourages special payment arrangements. However, if exceptions to the above payment policies are required, only the School Administration in collaboration with the Pastor can make them.

Funds available for tuition assistance are distributed by the School Administration in collaboration with the Pastor.

School Administration will not, in cases of divorce, arbitrate which party will be responsible for payment of tuition. Collection letters will be sent to both parties unless otherwise specified by the family.

Delinquent Tuition: Tuition payments will be due as outlined above. IF payment is not received within thirty (30) days, a penalty will be assessed until the tuition account is brought current. The School Administration will follow-up by phone or by mailing delinquent statement reminders to those families delinquent in payment.

In the event that the School Administration or School Advisory Board is unable to collect a delinquent amount over a 60 day period, they will refer the family to the Pastor. The Pastor will discuss the delinquency with the family and determine the course of action to be taken. This may include setting up a new payment plan, providing assistance and /or removing the child(ren) from the St. Paul School roster.

Transfer of transcripts will not be initiated unless all financial obligations to St. Paul School are fulfilled. At the end of the school year, grade cards will be withheld until all financial obligations to St. Paul School are fulfilled.

- Refunds:**
- Withdrawal before November 1st – Tuition will be refunded on a prorated basis.
There will be a \$300/child processing fee.
 - Withdrawal after November 1st – Tuition will not be refunded.

Registration During the School Year; Tuition will be pro-rated for the quarter during which a student enrolls. This amount is due on or before the student's first day at school. Tuition for the remainder of the year will be assessed according to the plan chosen by the family. **There will be no discount for full payment of tuition for anyone enrolling after the school year has begun.**

Book fees and other fees normally due by the first week of August will be due in full on or before the student's first day at school. These fees are not pro-rated.

Enrollment and Admission to St. Paul School

Registration-Kindergarten: Each year a registration period will be held in the winter prior to the upcoming school year. For Kindergarten, first priority will be to those who have an older sibling in St. Paul School. Second priority for acceptance will be to those children just reaching school age whose families have been registered the longest in the Parish.

If there are too many in the second priority group, chances for admission to school will be based on those who contribute regularly and meet the minimum of \$400 to Church support. Parents will be notified no more than three weeks after the registration day whether or not their child has been accepted in St. Paul School. Those failing to register on the registration day will be placed on the waiting list.

Families registered in St. Paul Parish who do not enroll their children on the winter registration day for Kindergarten, will be placed at the end of the waiting list and will be kept in sequence according to the date they registered at school, even though the late registrants might be of first or second priority.

Families with children registered for Kindergarten who decide to withhold their children from St. Paul's Kindergarten Program after consultation with the assessment personnel, must re-register their children the following winter. If they were officially accepted into St. Paul School, they shall retain that status for the next school year. If the family places the child in another Kindergarten program and registers the child the next winter for the first grade, they will be placed as first-time registrants on the waiting list.

The maximum total enrollment for Kindergarten will be **105** students. First (1st) grade priority would be given to those enrolled in Kindergarten, over and above siblings who are not enrolled in Kindergarten.

A child who is retained in St. Paul Kindergarten shall be given first priority for Kindergarten for the next school year. Since the final decision regarding retention is not made until May of the current school year, any requirement to register on the winter registration day is waived.

If a family at the top of the waiting list is offered a position in the School prior to the beginning of a school year, and does not accept that position, that family is then placed at the bottom of the current waiting list.

When an opening occurs in any grade during the school year, the family of the first child on the waiting list will be notified of the vacancy. If the family chooses not to accept, the next in line will be given the option to accept. Those who refuse to accept a vacancy as it occurs during a school year may maintain their position on the waiting list for the beginning of the next school year. The Principal, in consultation with the Pastor, may decide not to fill a vacancy that occurs during a school year for reasons such as the lateness in the year, the chemistry of a given class, materials available for a new student, etc.

Notwithstanding the above, the following represents the priorities established for the admission of students to St. Paul School: First, children from families with children already enrolled at St. Paul School. Second, children on the waiting list from families who are "active" parishioners and who are actively participating in PSR classes or currently enrolled in a Catholic school. Third, children of current registered parishioners, now reaching school age with no siblings currently attending St. Paul School. Fourth, children from families newly moved into the parish whose children have been attending Catholic schools or actively participating in PSR or an equivalent program.

Children of other parishes may be admitted, if on the basis of a personal interview, the pastor or his designated authority judges that intent and motivation to be in accord with the highest ideals of Catholic education, and **the child is deemed to have the appropriate level of educational qualifications.**

Other student transfers (children of another faith) may be admitted if, on the basis of a personal interview, the pastor or his designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education, and the child is deemed to have the appropriate level of educational qualifications.

Note: Parish school administrators are authorized to waive these priorities in favor of furthering racial integration.

TUITION ASSISTANCE

The Diocesan FACTS Tuition Assistance Application is due by mid March. These applications are available on-line by mid November at www.factstuitionaid.com.

Parish tuition assistance is also available but application for the Diocesan FACTS Tuition Assistance MUST be applied for first. Applications for parish tuition assistance are available in the school office and are due by **May 1st for the upcoming school year.**

If you have any questions about tuition, please feel free to call 614-882-2710.

TUITION SCHEDULE

Our per pupil cost is \$5,550. The difference between tuition fees and the per pupil cost is made up through the parish offertory collection. **Your Sunday contribution of \$400/per year to the Church is required for Parishioner status.**

Number of children	Payment		Total
	Tuition	PAC	
1	\$ 4,725.00	\$25.00	\$ 4,750.00
2	\$ 9,450.00	\$25.00	\$ 9,475.00
3	\$12,365.00	\$25.00	\$12,390.00
4	\$13,940.00	\$25.00	\$13,965.00
5	\$13,940.00	\$25.00	\$13,965.00
Non-Member	\$ 5,550.00	\$25.00	\$ 5,575.00
International Student	\$ 9,012.00	\$25.00	\$9,037.00

Tuition will be refunded on a pro-rated basis when a child is withdrawn from St. Paul School due to a job/family relocation out of our area.

Tuition reimbursement to families who transfer their child/children from St. Paul School for reasons other than a job/family relocation out of area will be as follows:

- Withdrawal before November 1st – Tuition will be refunded on a prorated basis. There will be a \$300/child processing fee.
- Withdrawal after November 1st – Tuition will not be refunded.

PARENT-TEACHER CONFERENCES

According to Diocesan policy, parent-teacher conferences are held once a year in November. This conference should be attended by all parents. Parents wishing to arrange other conferences must contact the teacher or call the office so that teachers may arrange a time that is convenient for all concerned.

In school situations that require the attention of those in authority, the following procedures should be followed:

1. Go first to the teacher. The good of the child is our first concern.
2. Report to the Dean of Students.
3. Report to the Pastor.
4. Report to the Diocesan Office of Catholic Schools.

LEARNING COMMONS

Students will practice self-control and be responsible for their behavior.

Students with unacceptable behavior/missing assignments will be warned and may also be assigned a detention or Saturday school.

CIRCULATION RULES:

Kindergarten and Grade One – 1 book
Grade Two – 2 books
Grades Three and Four – 3 books
Grades Five through Eight – no limit

Books are checked out for 2 weeks.

Exceptions: Reference books may be checked out overnight. Magazines have a 7 day loan period.

OVERDUE MATERIAL: Late materials accrue at \$.05 per item per school day. (There are no fines for Kindergarten). In the event of a calamity day books due that day will be due the next school day.

Optional – If an item is due when a child is absent due to an illness, a note from a parent must accompany the item and be turned in to the library the first day the child returns to school in order to avoid an overdue charge. All fines and over dues must be paid by the end of each grading period in order to receive a Progress Report.

LIBRARY SELECTION POLICY: Library materials are selected to support the religious, academic and/or social needs of the students. Ideas for material purchase are encouraged from faculty, students and parents. These suggestions are then looked at with the following selection criteria in mind: overall purpose of the material, student needs, teacher needs, pluralistic and nonsexist representation, authoritativeness of the author or publisher, authenticity, scope, format and technical quality, content treatment and arrangement, aesthetic considerations, handling of controversial issues, cost, resource sharing, and trends.

SCHOOL SUPPLIES

Supply lists will be distributed in the spring for the next academic school year. As a convenience, pre-ordered supplies are available to order in the spring and can be picked up at PAD Day in August.

RED ALERT FRANKLIN COUNTY SCHOOLS ISSUE JOINT STATEMENT ON SCHOOL SAFETY

In the event the United States Department of Homeland Security declares a Threat Level Red, its highest level of alert, the sixteen public school districts of Franklin County – Bexley City, Canal Winchester Local, Columbus Public, Dublin City, Gahanna, Jefferson City, Grandview Heights City, Groveport-Madison Local, Hamilton Local, Hilliard City, Plains Local, Reynoldsburg City, South-Western City, Upper Arlington City, Westerville City, Whitehall City, and Worthington City – members of the Educational Council, plus the Diocese of Columbus, have joined together to establish a common protocol to follow.

Families with children in school should familiarize themselves with the following guidelines, and prepare their children. The following actions are possible in the event of a Threat Level Red considered to be a potential danger to Franklin County residents. If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Hilliard City Schools, determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If Red Alert is issued before or after school hours: Then, normal school operations will cease based upon the Red Alert School Team’s recommendations and will remain closed until further notice by the Red Alert School Team.

If a Red Alert is issued during school hours: Then, school buildings will be secured and students will be kept at school until regular dismissal times, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

In order to keep phone lines open for communications among schools and key responders like local health and safety authorities and law enforcement, districts ask for your cooperation in **NOT calling the schools**. Parents and the public are asked to monitor local television and radio for the latest information and instructions.

As defined by the national department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for Severe/Red condition are not intended to be sustained for substantial periods of time.

PARENT ACTIVITY COMMITTEE (PAC)

All parents are expected to be active members of this organization. The purpose of this organization “PAC” is to aid the students by providing a volunteer base and monetary support to enhance the educational environment. PAC also promotes open communication with faculty, parents, administration, and students. General meetings are held during the school year. Additional information may be found under the PAC by-laws.

PAC CHAIRPERSON POSITION OVERVIEW

Parents are encouraged to be active participants of this organization. Many leadership opportunities exist. Please review the following list of committees you may want to join or chair at the St Paul School website: **www.stpaulk-8.org**

ROOM VOLUNTEERS

The parents who serve in this capacity help the teachers as needed in areas such as parties, field trips, and class projects.

PARTIES

Homeroom Parents will assist in planning parties for Halloween and Valentine’s Day. Other parties must have approval of the Principal. Special events organized by PAC are listed under the information about PAC chairpersons, and organizers are listed in front of the school directory.

ST. PAUL PAC BY-LAWS

Article 1 – TITLE

The name of the organization shall be St. Paul PAC (Parent Activity Committee).

Article II – PURPOSE

The purpose of the organization shall be to aid the students at St. Paul School by providing a volunteer base and monetary support to enhance the school’s educational environment. The organization also exists to promote open communication between the administration, the teaching staff, and the parents.

Article III – POLICIES

The organization will work with the administration to identify opportunities to impact the success of St. Paul students. St. Paul PAC will not seek to direct or control the administrative activities of the school.

Article IV – MEMBERSHIP

All parents and / or legal guardians of a St. Paul student shall be considered members of this organization. Membership dues for this organization are charged to each family with their tuition. A representative from the school administration shall be invited to all meetings and will attend as their schedules permits.

Article V – MEETINGS

At least six general meetings of the organization shall be held during each school year. All officers and members present shall have voting rights. Additional meetings may be held by the officers to discuss specific issues that arise. Those persons present at a general meeting or an officer's meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Article VI – OFFICERS

The officers of the organization shall consist of President, First Vice-President, Second Vice-President, Treasurer, Secretary, and Parliamentarian. Two persons may fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.

A list of vacated positions will be publicly announced in the school newsletter or similar publication designed to reach the parents. Self-nomination will be sought. If more than one candidate comes forward, an election shall be held at the April meeting. The nominee receiving the majority vote of the members present will be elected to office.

Article VII – DUTIES OF OFFICERS

President

The President(s) shall preside at all general meetings and officer's meetings.

The President(s) will coordinate the work of the officers and committee chairpersons to move the organization toward its goals.

The President(s), or a designated representative, will attend the St. Paul Advisory Board Committee meetings and represent the organization at these meetings.

The Office of the President is automatically assumed by the First Vice Presidents(s).

First Vice-President

The First Vice President(s) are responsible for the complete coordination of the current year fall fund-raiser.

In conjunction with the other officers, the First Vice President(s) will investigate, review, and select the fundraising company for the following school year.

If a candidate is not identified for each officer's position, as stated in Article VI, the First Vice-President(s) will chair a nominating committee to actively recruit candidates.

In the event that the President(s) are unable to attend meetings, the First Vice President(s) will preside.

Second Vice-President

The Second Vice-President(s) will coordinate the teacher wish list program.

The Second Vice-President(s) will administer and oversee the selection process to award the PAC 8th grade scholarships.

Treasurer

This office requires a minimum two-year commitment. The candidate must have a financial background or experience in financial reporting.

The Treasurer shall assure the proper handling of all funds collected or paid, maintain accounts, and present a financial summary at each meeting.

The Treasurer may use assistant treasurers as needed, and shall oversee the work of these assistants to maintain accuracy and consistency.

All financial records shall be maintained for a minimum of five years.

Secretary

The Secretary shall record and maintain the minutes for all meetings of the organization. The minutes shall be archived on the school computer.

The Secretary shall handle all necessary correspondence for the organization.

The Secretary shall coordinate the school calendar of events with the President(s) and the school secretary.

Parliamentarian

The outgoing President(s) fills this position. This is an advisory position to promote continuity between school years.

At least one of the preceding President(s) is encouraged to attend each of the general meetings.

Article VIII – FINANCES

Budget - The Treasurer shall work with the President(s) and the school administration to prepare a budget and will present this to the general membership at the first meeting of the school year. Any substantial deviation from the budget must be approved in advance by the membership and the school administration. The fiscal year for the PAC budget shall be July 1st – June 30th.

Obligations - The officers and their designates may enter into contracts or agreements for the purchase of materials or services on behalf of PAC. The officers, however, shall not have the authority to enter into such agreements on behalf of St. Paul School.

Loans - PAC shall make no loans to its officers or members. PAC may make an interest free loan to St. Paul School for the purchase of special programs or equipment.

Commercial Paper - All checks, drafts, or other orders for the payment of money by the organization shall have two authorized signatures. Whenever possible, one of these signatures should be the PAC Treasurer.

Financial Report - The Treasurer shall present a financial report at each general meeting and prepare a final report when the books are closed at the end of the year. The report and the accounts should be examined annually by an informal audit committee convened by the School Administrator and PAC President(s) within 90 days of fiscal year close. If satisfied that the Treasurer's annual report is correct, audit committee shall sign a statement of that fact at the end of the report. A copy of the final report shall be sent to the Parish Finance Committee for review.

Article IX – COMMITTEES

Committees will be formed for specific projects. Guidelines for committee chair persons will be provided including information regarding handling of money, expenses, communication, etc. The guidelines will be reviewed by the PAC officers and revised as needed. Committees are expected to provide a report to PAC after the event/project is completed. Chair persons should also maintain a file with information regarding their project to pass on to next chair.

Article X – AMENDMENTS TO THE BY-LAWS

These by-laws may be reviewed and/or revised by the officers as necessary to meet changing conditions in the school and brought to a vote by the general membership.

The by-laws may be amended at any general membership meeting by a vote of two-thirds of the members present. Amendments must be presented to the officers at one meeting for presentation at the next.

These by-laws were adopted by a majority vote during a meeting properly called in May, 2008 and shall take effect immediately.

ST. PAUL SCHOOL ADVISORY BOARD

Mission:

St. Paul School – A Roman Catholic community is dedicated to teaching, living and learning in the light of Christ.

Members: Jeff Grimmett, Josh Nalli, Dan Forsythe, Kimberly Bedzyk, Mark DeFrancisco, Audra Hemmert, Dan Kirby, Kelly Kroskie, Christine Zacherl

Vision:

St. Paul School will be the leader in parochial elementary school education for the Columbus Diocese.

Belief/Values:

St. Paul School fosters the development of the Roman Catholic faith by encompassing instruction, prayer, religious experiences, and service.

Each St. Paul student is a valued person with unique physical, social, emotional and intellectual needs.

St. Paul School provides direction in helping students become confident, self-directed, lifelong learners.

St. Paul School promotes a safe, healthy, respectful and positive environment.

Teacher, administrators, parents and students share the responsibility for student learning and for advancing the mission of St. Paul School.

ST. PAUL SCHOOL ADVISORY BOARD POLICIES

Guidelines for Discipline

Matters of discipline in the school shall be handled by the Principal and the Pastor.

Guidelines for discipline from the Diocesan Handbook (#5144) will be followed.

Harassment

All forms of harassment of fellow students is strictly forbidden. This policy will be in force during all school supervised functions either on or off school property. Harassment or intimidation shall include written information, gestures or actions, physical contact, foul language or abusive expression of a sexual, racial, ethnic, or religious nature. Violation of this policy may result in suspension.

Guidelines for Uniforms

St. Paul children will be in uniform.

Student Fund-Raising

St. Paul School children shall not be involved in any type of fund-raising activity through the school without the prior approval of the Principal. In cases that are different from the fund raisers normally sponsored by PAC, Student Council, classes or other student groups, the Principal shall consult with the School Advisory Board regarding such fund raising.

St. Paul School Advisory Board Bylaws and Regulations

Adopted and Effective: November 14, 2012

MISSION STATEMENT

The St. Paul School Advisory Board, (hereinafter referred to as the, “SAB” or “BOARD”), shall foster the spiritual, intellectual, scholastic and social development of the School’s students – on an individual student and collective Catholic community basis. The Board will achieve this mission by working with, and providing advice and counsel to, the School and Parish officials as it relates to the administration and curriculum of the School

ARTICLE I: Duties and Responsibilities

The Board shall have the following duties and responsibilities:

- a. **Planning.** The Board will work with the Parish and School administrative authorities on an ongoing basis to establish overall strategic plans, goals and objectives. The Board will establish and maintain an ongoing long range Board Plan – which will be reviewed annually with the Parish and School’s budgetary process. The Board will review these Bylaw and Regulations annually to ensure they align with the School’s mission statement and the School Administration’s policy goals.
- b. **Finances.** The Board will review the School’s budget annually with the School and Parish administrative officials and provide advice and counsel as reasonable and prudent.
- c. **School Activities, Volunteer Organizations and Special Projects.** The Board will, in the execution of its long range Board Plan and from time to time, recommend educational and development programs to the School Administration. The Board will also have supervisory authority to oversee and coordinate the activities of all School-related, volunteer support organizations.
- d. **Principal Selection.** The Board will have a consultative role with the Parish and School Administrations in the identification and hiring of key School administrative officials.
- e. **Self Evaluation.** The Board will conduct a review of its performance on an annual basis.
- f. **Communication.** The Board will establish and maintain a Public Relations Committee consisting of 3 active Board members. The Committee will select a Chairperson and establish a meeting schedule as it deems necessary. The Committee will be responsible for communication Board decisions. Minutes, strategic plans, events, surveys and the like to the School’s parents and Parish in general from time to time. The Committee will report on its activities at each regularly scheduled Board meeting.
- g. **Other Duties As Assigned.** The Board will carry out all other duties and responsibilities as assigned to it by the Parish or School administrations from time to time.

ARTICLE II: Membership

Section 1: Members

The Board will consist of nine (9) elected members who shall serve staggered terms.

Section 2: Eligibility

Board members must be currently registered parishioners of St. Paul Church for no less than two (2) years and regularly attending Mass. The Board must consist of at least six (6) members with a child attending St. Paul School. School employees and their immediate family members are not eligible to serve on the Board. No Board member may also sit on another governing body of the Parish.

Section 3: Term

Each Board member will be elected for a three (3) year term. Members may serve no more than two (2) consecutive terms; such member must wait one (1) year before regaining eligibility. Three (3) members must be elected each year. **A member is defined as a school parent or their spouse.**

Section 4: Expiration

A member’s term expires one (1) day after the regular meeting date in May. Any officer whose membership term is expiring will serve until the election of the new officer at the May meeting.

In the event that a member’s last child graduates from the School during his or her term, such member is eligible to serve the remainder of his or her term without effect under Section 2 of this Article.

In the event that one or more member’s children leave the School for reasons other than graduation, the remaining voting Board members may remove such member by majority vote.

Section 5: Ex Officio Members

The Pastor of St. Paul Parish shall serve as an ex-officio member of the Board. He may vote but, in all instances, holds veto power. All decisions of the Board shall be subject to the Pastor's approval.

The Principal and Assistant Principal of the School are executive, non-voting officers of the Board and may, at their discretion, appoint a teacher-representative to sit on the Board as a non-voting member.

Section 6: Vacancies

If a vacancy exists on the Board, the Administration, in consultation with the President of the Board, will appoint a new member to fill such vacancy subject to a majority vote of the Board.

Section 7: Removal

In the event a member of the Board is absent from three (3) regular meetings in one calendar year, the remaining voting Board members may remove such member and hold a special election or appoint an otherwise eligible member to serve the remainder of the unexpired term.

Section 8: Election

The President of the Board will appoint a Nominating Committee at the March meeting to prepare a slate of candidates to fill each expiring term. The Principal will be an ex-officio member of the nominating committee. The slate of candidates will be presented to the Pastor and Administration before being presented to the Board at its regular April meeting and the election will be held the following week.

The Secretary of the Board will oversee the printing and distribution of ballots. Each family with student(s) enrolled in the School, including existing Board members, will receive ballots.

The three candidates receiving the highest total number of votes will be elected, provided they are each otherwise eligible.

In case of a tie, the Board shall vote on a second ballot to break the tie. The terms of the new members will begin one day after the May meeting.

ARTICLE III: Officers

Section 1: Designation

The officers of the Board will be President, Vice-President, and Secretary. The officers shall serve as the Executive Committee. No member shall hold more than one officer position at a time. Any such office may be held by the same member for consecutive years.

Section 2: Election of Officers

Officers will be elected by the Board at the regular May meeting.

Section 3: Removal

Upon the affirmative vote of a majority of the members, any officer may be removed and a successor may be elected at any regular or special meeting of the Board. The Pastor may also remove any member at his discretion.

Section 4: Duties of Officers

a. President. The President will preside at all regular and special meetings of the Board. In consultation with the School Administration, the President will determine the meeting agendas. The President may assign additional duties to the member or standing committees in his or her discretion.

b. Vice-President. The Vice-President will perform all the duties of the President, in the President's absence.

c. Secretary. The Secretary will maintain a complete and comprehensive written record of the Board, including all of its Committees, and its activities, including taking and distribution of Minutes to the Public

Relations Committee; notify Board members of the date and time of meetings and distribute the agenda to the Board at least two (2) days in advance of the meeting

The Executive Committee will serve as the strategic leadership and planning team for the Board. A written record will be kept of the Executive Committee's activity and such record will be available and reported to the Board.

The Executive Committee will meet at the determination of the President, the Principal and/or Pastor.

Section 5: Compensation

The School Advisory Board members will not be compensated for acting as such but may be reimbursed by the Pastor for reasonable expenses incurred on behalf of the Board at his sole discretion.

ARTICLE IV: Meetings

Section 1: Regular Meetings

The Board will meet a minimum of five (5) times per year. Committee members will meet as needed. All Committees will report to the Board at its regular or special meetings as the case may be.

Section 2: Notice

Notice of all meetings will be given to each Board member by mail, telephone or in person by the Secretary at least two (2) days prior to the date of the meeting. Regular meetings will be announced in the Church bulletin and *THE QUILL*.

Section 3: Open Meetings

All regular meetings of the Board are open to all interested parties within the Parish unless designated as executive sessions. Decisions made in executive sessions must be presented and voted on at an open session before becoming effective.

Section 4: Nonmembers Addressing the School Advisory Board

Nonmembers may address the Board but must first petition the President within a time frame reasonably adequate to consult with the school Administration and be placed on the agenda.

Section 5: Quorum

A majority of the voting membership of the Board shall constitute a quorum. A majority of the voting members present shall carry a motion.

Section 6: Conduct of Meetings

A written record of all acts of the Board, maintained by the Secretary, shall be preserved in the Parish Archives.

The rule of parliamentary procedures as contained in ROBERTS RULES OF ORDER NEWLY REVISED shall generally govern meetings of the School Advisory Board.

The ordinary order of the meeting shall be:

- A. Prayer
- B. Call of Roll
- C. Approval of Minutes
- D. Administrator's Report
- E. Old Business
- F. Reports of committees
- G. New Business

H. Pastor's Comments

I. Adjournment

Guests whose petitions have been approved will be heard as new business.

Policy and policy changes must be presented in written form to all Board members at least one (1) regular meeting prior to the meeting at which the policy is to be voted upon.

Article V: Committees

The Board acts as a committee of the whole in its consideration of educational policies.

The President is empowered to appoint special committees of the Board from time to time at his or her discretion. Membership on any committee will operate until the duty assigned to it is completed or it is otherwise dissolved.

The function of all committees shall be consultative and advisory. Any act by a committee must be ratified by the Board.

Article VI: Amendments

These Bylaws and Regulations may be amended by a vote of two-thirds (2/3) of the total voting Board, subject to the policies of the Diocese of Columbus, the Bishop of Columbus, and the approval of the Pastor.

Amendments must be presented in written form to Board at least one regular meeting prior to the amendment being voted upon.

ACKNOWLEDGMENT OF RECEIPT

I have read the on-line St. Paul School STUDENT/PARENT Handbook for the 2017-2018 school year. I understand that I am expected to read and follow all guidelines and directives contained in the handbook.

I further understand that the St. Paul STUDENT/PARENT Handbook is a working document. It is not intended to be an exhaustive review or statement of all policy and procedures as set forth by our St. Paul School. Additional information may be added throughout the school year at the discretion of the Principal.

Please return to youngest student's teacher, by Friday, September 8, 2017.

Signature of Parent

Date

Student Name

Grade

Room #
