

**Saint Paschal Baylon
Catholic School
Parent/Student Handbook**



Revised, August 2017

TABLE OF CONTENTS

INTRODUCTION	5
St. Paschal Baylon School Mission Statement**.....	5
Philosophy.....	5
Beliefs	5
School Personnel.....	6
Parent/Guardian Responsibilities.....	6
Student Responsibilities.....	6
Curriculum	7
Religious Program	7
Academic Program.....	7
Co-Curricular/Enrichment Programs	8
POLICIES AND PROCEDURES	9
Absences/Absentee Line	9
Acceptable Use Policy	9
Acceptance/Admissions Policy and Procedures	9
AIDS Policy	9
Allergy Guidelines	9
Attendance	9
Before Care Program.....	10
Bike Riders.....	10
Birthday Celebrations	10
Calendar	10
Cell Phone Policy.....	10
Child Abuse	10
Class Lists/Teacher Requests.....	11
Co-Curricular Activities.....	11
Code of Conduct	11
Communication Folders.....	11
C.Y.O. Sports Program	11
Discipline	11
Dismissal Procedure.....	11
Dress Down.....	11
Drug Abuse Policy	12
Early Dismissal - Individual.....	12
Electronic Items	12
Email Guidelines.....	12
Emergency Closing.....	12
Emergency Forms	13
Endowment Fund	13
Enrollment Agreement/Application.....	13
Extended Day Program	13
Faculty/Staff.....	13
Family/Custodial Situations.....	13

Field Trips	13
Forgotten Items	13
Fundraising	13
Gangs/Youth Gangs	14
Gifted/Enrichment Program	14
Grading System	14
Gym Uniform	14
Hair Styles	14
Handbook	14
Head Lice Policy	14
Health Policy	14
Hearing Screening	15
High School Shadow Policy	15
Home Schooling Policy	15
Homework	15
Homework Requests	15
Honors	16
Jewelry	16
Library	16
Lunch Program	16
Makeup	16
Mass	16
Medication	16
Messages to Students	17
Milk	17
Money Sent to School	17
Newsletter	17
NSF Checks	17
Nurse/Health Aide	17
Open House	17
Pandemic Flu Policy	17
Parent Conferences	17
Parental Involvement/Volunteerism	18
Parent Visit	18
Parking	18
Peanut Awareness	19
Permanent Record Cards	19
Principal's Open Door	19
Progress Reports	19
Psychological Testing/Counseling	19
Recess	19
Registration	19
Registration Fee	19
Report Cards	20
Research Policy	20

Retention/Promotion	20
School Hours.....	20
School Pictures.....	20
School Safety Plan	20
School Supplies.....	21
Scoliosis Screening	21
Searches	21
Sexual Harassment and Sexual Violence.....	21
Special Educational Programs	21
Standardized Testing Program	21
Strep Throat Policy	22
Tardy Policy	22
Telephone Calls	22
Transcripts/Withdrawals	22
Transportation	22
Tuition Assistance.....	22
Uniform Code	22
Vacation Policy.....	22
Vacation Work Policy.....	23
Vision Screening.....	23
Visitors	23
Volunteer Driver’s Statement	23
Walkers	23
Weapons.....	23
Wellness Policy.....	23
Wheelchair Accessibility	23
APPENDIX.....	24
ACCEPTANCE/ADMISSIONS POLICY AND PROCEDURES.....	24
UNIFORM DRESS CODE	25
GIRLS: Grades Kindergarten - 4	25
GIRLS: Grades 5 - 8	25
GIRLS: Grades 1 - 8 Accessories	25
BOYS: Grades Kindergarten - 6	26
BOYS: Grades 7 - 8	26
BOYS: Grades 1 - 8 Accessories	26
Boys and Girls Optional Seasonal Uniform.....	27
Gym Uniform.....	27
Miscellaneous Dress Code Information	27
ST. PASCHAL BAYLON SCHOOL CODE OF CONDUCT	28
Basic Rules.....	29
Classroom Discipline	29
Approved Disciplinary Procedures	29
Corporal Punishment	29
School Discipline Policy.....	30
The Demerit System.....	30

Major Offenses.....	31
Suspension	31
Expulsion	32
Elastic Clause.....	32
CAFETERIA AND RECESS REGULATIONS	32
Cafeteria Regulations.....	32
Recess/Lunch in Classroom Regulations	33
Playground Regulations	33
WELLNESS, FOOD AND BEVERAGE POLICY	34
FAMILY/CUSTODIAL SITUATIONS.....	36
GUIDELINES FOR ADMINISTRATION OF MEDICATIONS BY SCHOOL	
PERSONNEL	38
NON-HARASSMENT ANTI-BULLYING POLICY	39
THREATS POLICY.....	41
SEXUAL VIOLENCE.....	41
USE AND ABUSE OF ALCOHOL AND OTHER DRUGS POLICY	41
WEAPONS POLICY	43
YOUTH GANGS.....	43
PREGNANCY POLICY.....	44
EDUCATIONAL RESEARCH POLICY.....	44
STUDENT/PARENT ACCOUNTABILITY CODE	44
SUPPORT OF MISSION STATEMENT/PHILOSOPHY	45
ENROLLMENT AGREEMENT	45

Saint Paschal Baylon Catholic School
5360 Wilson Mills Road
Highland Heights, Ohio 44143

School Phone	440-442-6766	Fax Phone	440-442-1729
Absentee Phone	440-442-6766	VIP Phone	440-461-0493
Web Site	www.saintpaschal.com		

These policies have been established to foster better communications between home and school. Your support of these policies is needed and appreciated.

In the event a need arises which necessitates change or addition to these printed policies, Saint Paschal Baylon School reserves the right to effect any new change prior to printed revisions. Parents/Guardians will be promptly notified in writing if changes are made.

INTRODUCTION

SAINT PASCHAL BAYLON SCHOOL MISSION STATEMENT

The mission of Saint Paschal Baylon Catholic School is to foster Christ-centered values while providing a challenging academic curriculum in an environment of dignity and respect.

PHILOSOPHY

Saint Paschal Baylon School exists for the purpose of providing a Christian education in a Catholic School. We realize that through Service, Prayer, and Belief, our students will be offered the fullest and best opportunity to become Christian witnesses.

BELIEFS

- ❖ We believe in creating a faith-filled atmosphere.
- ❖ We believe that all students have the right to learn in an environment of respect and acceptance.
- ❖ We believe in encouraging students to develop faith, respect, self-confidence, moral judgment, and a commitment to the gospel values of our faith.
- ❖ We believe that all students can learn and that it is our goal to nurture abilities and talents so that each child reaches his/her potential.
- ❖ We believe in the incorporation of a variety of instructional methods in our curriculum to accommodate the unique learning styles of each student.

- ❖ We believe in the importance of commitment to the community through service in prayer as well as action.
- ❖ We believe that we are a faith community committed to a partnering of efforts from the students, parents, and the entire staff to achieve the goals of the school.
- ❖ We believe that the tools of technology can enable our students to acquire knowledge and meet the challenges of our global society.

SCHOOL PERSONNEL

The Saint Paschal Baylon School staff is comprised of state certified administrators and faculty, professional office personnel, teacher aides, and full time maintenance team.

The pastor, priests and brothers of the Blessed Sacrament Community are available for service and assistance in various areas of the instructional program.

Auxiliary service personnel are provided through state funding.

PARENT/GUARDIAN RESPONSIBILITIES

The primary educators of children are the parent(s)/guardian(s). To enhance their vital role in the education of their children, parent(s)/guardian(s) are encouraged to provide:

- a living example of Christ-like love and service
- the opportunity to bring religious celebrations and family prayer into your lifestyle by family attendance at Mass and participation in the Sacraments
- support and encouragement of the total school program, taking care of questions and concerns in the appropriate manner with the school administration and with the faculty members
- a strong partnership through interest in religious growth and academic achievement
- a conducive atmosphere for completion of homework and special projects
- an interested and concerned outlook toward the school, parish and the world community
- an example of involvement through school and parish volunteer programs
- timely payment of all fees (tuition, supervision, registration, extended day, band, etc)

STUDENT RESPONSIBILITIES

Parent(s)/guardian(s) and school personnel work in partnership to support and guide each student to develop his/her greatest potential in all areas of personal growth. It is vital that each student grow in understanding and cooperation with the collaborative efforts of the home and school.

Students of Saint Paschal Baylon School are expected to strive to witness to Christ-like love and service, participate in family prayer, weekly worship at Mass and frequent reception of the Sacrament of Reconciliation, and participate with pride and respect in the total school program of service, prayer, and belief.

CURRICULUM

Religious Program

An essential ingredient of any Catholic school is its religious education program. Religion classes make up a part of the normal and regular school curriculum. Saint Paschal Baylon students are taught the teachings and traditions of the Catholic Church. The following is a list of prayers and traditions every eighth grade student has learned:

Sign of the Cross (K, 1)	Our Father (1)	Hail Mary (1)
Grace Before Meals (1)	Morning Offering (2)	Simple Act of Contrition (2)
Apostle's Creed (3)	Glory Be (3)	Angel of God (4)
Come Holy Spirit (4)	Prayer of Saint Francis (7/8)	Prayer of Generosity (7/8)
Prayer to the Holy Trinity (7/8)	Prayer to Saint Paschal Baylon (all)	

Our students also learn The Ten Commandments, The Sacraments, Holy Days of Obligation, and the Mysteries of the Rosary.

The sacraments are an important part of Catholic life. Therefore, we take the preparation for them very seriously. In second grade, the children are prepared for the Sacrament of Reconciliation and the Sacrament of the Eucharist.

In addition, the ACRE (Assessment of Catholic Religious Education) may be administered to Saint Paschal Baylon Students in Grades 5 & 8. Information regarding this assessment is given to parents.

It is the tradition of the Catholic Church and the Cleveland Diocese to support and reverence other faith traditions and their practices. Our schools welcome people of many different religions. We believe that other religious traditions can bring the richness found in their own religious heritage to the Catholic educational environment. The Cleveland Catholic Diocese and the Catholic Church encourage and support Catholics and those of other faith traditions in learning about one another for better understanding and cooperation among peoples.

Academic Program

Saint Paschal Baylon School is organized to provide an academic program that will permit each student to make continuous progress and to develop his/her potential. Our school is divided into Early Primary (K - 1), Primary (Grades 2 - 3), Intermediate (Grades 4 - 6) and Junior High (Grades 7 - 8). Each functions as a team in the development of curriculum and in the scheduling of departmental work. Our curriculum is based on Ohio Learning Standards and the individual Courses of Study written by the Diocese of Cleveland.

The curriculum for Grades K - 8 includes the study of Religion, Mathematics, Language Arts (Reading, English, Writing, Spelling, Phonics), Penmanship, Science, Health, Social Studies, Physical Education, Art, Music, Computer Education, and Spanish (Gr. 2-8).

Saint Paschal Baylon offers a preschool program which follows the philosophy and curriculum set forth by the Diocese of Cleveland.

Co-Curricular/Enrichment Programs

The teaching/learning process is enhanced by the following programs available at Saint Paschal Baylon School:

Instrumental Band Program (Grades 4 - 8)
Choirs
CYO Sports Program
Educational Field Trips
Assemblies/Guest Speakers
Student Council
Foreign Language (Grades 1 - 8)
Power of the Pen
Altar Servers/ Student Lectors
Safety Patrol
Project Challenge
S.T.E.M Club (Grades 7-8)
Lego Robotics Club (Grades 5-6)
Science Olympiad (Grades 4-6)
Mad Science (Grades K-4)
Liturgical Signers
Young Rembrandts Art Program
Mad Science (Grades K-3)
Brain Brawl (Grades 7-8)
Photography Club (Grade 8)
Geography Bee (Grades 6-7-8)
Spelling Bee (Grades 7-8)
Ski Club
Girls on the Run (Grades 3-4)
GCCTM (math competition) (Grades 6-7-8)

POLICIES AND PROCEDURES

ABSENCES/ABSENTEE LINE

To report your child absent, call our Attendance Line at 442-6767 ext. 19 by 8:30 a.m. Please call as early as possible. Give your child's NAME, GRADE, TEACHER and REASON for absence. Only parent(s)/guardian(s) should phone in a child as absent/tardy. If your child will be late to school due to an appointment, please call the absentee line as well to inform the school. Homework requests must be made at the time the phone call is placed to report the absence so that teachers have enough time to gather it. A note must be sent to your child's teacher explaining the reason for the absence on the day that the student returns to school.

Students may have an equal amount of days to complete homework as the number of days of their absence.

ACCEPTABLE USE POLICY

Families will be asked to sign a technology acceptable use policy at the start of the school year.

ACCEPTANCE/ADMISSIONS POLICY AND PROCEDURES - see APPENDIX

AIDS POLICY

The Diocesan Policy for children with AIDS was adopted by Saint Paschal Baylon and can be found in the APPENDIX.

ALLERGY GUIDELINES

Copies are available in the school office.

ATTENDANCE (See Tardiness & Vacations)

A student is considered tardy until 9:00 a.m. After 9:00 a.m., a child will be marked 1/2 day absent. If a child leaves at or before 1:00 p.m., he/she will be marked absent for 1/2 day. Regular attendance in school is compulsory according to State Law (Ohio Codes 3321.01 and 3321.03). Parent(s)/guardian(s) and students must accept the full responsibility for regular attendance.

A student may be absent from school according to State Law (Ohio Code 3321.04 B) for the following reasons: personal illness, quarantine of the home, death of a relative, observance of a religious holiday or an emergency situation. Students are responsible for making up all work missed due to absence. Teachers will be glad to give the help needed, but it is the duty of the student to seek it and be willing to put in the extra time necessary.

When a student is absent, parent(s)/guardian(s) are to phone the school by 8:30 a.m. to inform the office. On the day the student returns to school, he/she is to have a written excuse from the parent(s)/guardian(s) to the teacher explaining the reason for the absence. Withdrawal of pupils for purposes of family vacations or trips during the school year is strongly discouraged. If parent(s)/guardian(s) choose to absent their children for these reasons, they assume the responsibility of understanding the school's policy concerning making up of missed assignments. (See Vacation Work Policy) Both the office and teacher are to be notified in writing or by email prior to the planned absence and/or with information concerning absences.

BEFORE CARE PROGRAM

Saint Paschal Baylon School Before Care Program provides before school care from 7:00 a.m. until 7:45 a.m. The program is available on scheduled school days only. Registration information can be obtained from the school office.

BIKE RIDERS

Bike riders must observe all rules regarding bikes. At dismissal, all bike riders must leave immediately and not loiter near the bus lanes, or cause concern to the bus drivers or car drivers. Bikes are to be walked on school property. All bikes are to be parked at the bike rack.

BIRTHDAY CELEBRATIONS

Birthdays are special days for our students, and they will have the opportunity to dress up or dress down on that day. If a student's birthday falls on a weekend, holiday or during vacation time, the student may select a school day to celebrate their birthday. Half birthdays are celebrated throughout the school year. A non-edible birthday treat may be sent to school, however, items such as balloons, flowers, etc., should not be sent to school.

Saint Paschal Baylon teachers will only allow birthday party invitation to be passed out if a whole class is invited, or if all boys or all girls are invited.

CALENDAR

A yearly and monthly calendar will be made available to parents and can be found on our website at www.saintpaschal.com.

CELL PHONE POLICY

Cell phones may be brought to a school class or activity under the following conditions:

- Phones must be kept in the OFF position and in book bags in lockers from 7:45 a.m. to 2:30 p.m.
- Cell phones may not be used for picture taking
- Harassment or threatening of persons via the cell phone is never permitted.
- Cell phones may not be used for game playing, internet or email access, gambling, or making purchases of any kind.
- Cell phones that are used during the day without permission will be sent to the office. A parent will be called to pick up the cell phone.
- Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school. Other consequences may follow.

Saint Paschal Baylon School reserves the right to search cell phones that are brought on property.

CHILD ABUSE

According to the Ohio Revised Code, section 2151.421, any school authority, teacher, psychologist or employee who suspects child abuse **MUST** report this to the principal, who in turn **MUST** report it to the County Department of Human Services. Failure to report suspected abuse and/or neglect is a misdemeanor. Each report is confidential. When it is necessary for a child to be interviewed at school by a member of the Department of Human Services, the principal or designee will be present in place of the parent(s)/guardian(s). After the interview, parent(s)/guardian(s) will be notified that the interview has taken place. Saint Paschal Baylon School implements the Diocesan Policy found in Protecting God's Children. (Appendix)

CLASS LISTS / TEACHER REQUESTS

Our teachers meet by grade levels, in the spring, to form class lists for the following school year. They take into consideration many factors in determining placement including individual needs, groupings, and the recommendations of our special education teachers and school psychologist.. Our policy is not to take parental requests about class lists.

CO-CURRICULAR ACTIVITIES - See p.4

CODE OF CONDUCT

Each student will be made aware of the school's Code of Conduct and the expectations of his/her classroom. The Code of Conduct will be posted in the school and can also be found in the APPENDIX.

COMMUNICATION FOLDERS

Each student will receive a two-pocket folder for "mail" from the teacher and from the school office. These folders are sent home every Thursday. Parent(s)/guardian(s) are asked to check these folders that evening and return them the next day. School wide communication and forms may also be obtained at www.saintpaschal.com.

C.Y.O. SPORTS PROGRAM

Boys and girls in Grades 4 through 8 are eligible to participate in C.Y.O. sports. Please contact the Athletic Association for specific information.

DISCIPLINE - See Code of Conduct in APPENDIX

DISMISSAL PROCEDURE

- Walkers and bike riders are dismissed first.
- Bus riders are dismissed next.
- Car riders are dismissed after the buses have left.
- Parent(s)/guardian(s) are asked to get out of your car to meet your child in the area blocked off with cones. We realize that this may be an inconvenience, but we feel strongly about your child's safety in the parking lot when cars are moving. A teacher and our safety patrol will be outside to assist our children.
- Traffic Patterns - For the safety of the children, cars and buses are to enter the property via Saint Paschal Lane (Colony Drive) entrance both in the morning and in the afternoon. Cars are not to enter the Wilson Mills Road driveway during school hours, as it is for loading, unloading, and exiting of buses and cars. If being picked up by car, children be must exit the school through the Family Life Center. No children should be picked up in the circle driveway located on Wilson Mills or west entrances on Blue Ribbon Way.
- A student, who wishes to periodically walk or ride a bike home but normally rides the bus, must have a note on file in the school office.
- A written note is required for any other change in transportation on the day of the change. This note will be given to the homeroom teacher and then sent to the school office. Please check with your transportation system if you are requesting a change in bus transportation.

DRESS DOWN - See Uniform Code in APPENDIX

DRUG ABUSE POLICY (USE AND ABUSE OF ALCOHOL AND DRUGS)

A copy of this policy can be found in the APPENDIX.

EARLY DISMISSAL - Individual

Students who leave school early for any reason must be picked up in the school office and signed out by a parent/guardian. All requests for leaving school early must be IN WRITING and signed by parent/guardian.

ELECTRONIC ITEMS

In accordance with the Code of Conduct, electronic items such as iPods, MP3 players, portable game players are not to be visible in the school building unless permission is given by the homeroom teacher. Saint Paschal reserves the right to search electronic items brought on property.

EMAIL GUIDELINES FOR PARENT AND TEACHERS

Parent(s)/guardian(s) are invited to use email as a line of communication and additional resource for enhancing parent/guardian/teacher relations.

- Teachers will check their email daily. In general, parent(s)/guardian(s) may anticipate a response from the teacher in a timely fashion (24 – 48 hours). That response may be sent via email, a telephone call or written note. Email access to our faculty and staff will not be available during holidays or vacations.
- Avoid sending time sensitive emails to teachers during the school day. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead, telephone the school office to be sure your message is received and clearly understood.
- Remember that email is not confidential. Confidential information should be conveyed by phone or personal contact, not by email.
- For all medical or health concerns, please contact the school health aide directly.
- Please identify yourself in the subject line of your email message and, in the body of your email, remember to include the name of your child and a phone number where the parent can be reached. Jokes, amusing or special stories, chain letters or commercial solicitations, and in general, non-school related email are inappropriate and reduce valuable teaching time.
- Parent(s)/guardian(s) should not expect to use email as a means of retrieving homework, assignments, grades, class schedules, etc. Teachers are not expected to provide individual homework assignments via email.

EMERGENCY CLOSING

In the event of severe weather conditions, Saint Paschal Baylon School will be closed if the Mayfield School District is closed. Parent(s)/Guardian(s) will be notified by the Gradelink Notification System through voice, text, and email as well as through local media if the school will be closed. If the district you live in is closed and transportation is not available but Saint Paschal remains open, your child will not be marked absent. We encourage you to drive your child, if possible. When school is closed due to an emergency, all school related activities are cancelled.

EMERGENCY FORMS

Emergency forms are available at www.saintpaschal.com as of August 1 and must be completely filled out by the parent(s)/guardian(s) and returned to school as soon as possible. These forms should be as accurate as possible, and therefore, any changes in home/work phone numbers, emails, emergency notification, etc., throughout the school year should be relayed to the school office.

ENDOWMENT FUND

An annual endowment campaign is conducted to acquire pledges from school and parish families each fall.

ENROLLMENT/APPLICATION AGREEMENT

Tuition information will be sent home yearly. All parents will be asked to sign an enrollment/application agreement upon enrollment or re-enrollment. All school fees (tuition, extended day, band, etc.) must be paid before re-enrollment.

EXTENDED DAY PROGRAM

Saint Paschal Baylon School Extended Day Program provides after school care from 2:30 p.m. until 6:00 p.m. The program is available on scheduled school days only. Registration information can be obtained from the school office.

FACULTY/STAFF

A current faculty/staff listing will be given out each year and is available on our website.

FAMILY/CUSTODIAL SITUATIONS

Saint Paschal Baylon School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have changed. For this reason, the procedures followed by our school are outlined in the Appendix.

FIELD TRIPS

Field trips are carefully selected to supplement the daily curriculum. Notification of planned trips will be sent home with each child. Signed permission slips must be returned on time if the child is to participate. For certain trips, parents/guardians are asked to drive and act as chaperones. Parent/guardian chaperones are responsible for the children in their cars and those children assigned to them on the field trip. **WHEN A PARENT/GUARDIAN VOLUNTEERS TO CHAPERONE FOR A FIELD TRIP, HE/SHE ACCEPTS THIS LIABILITY.** Proof of valid driver's license and insurance coverage are required. Field trips are a privilege for the student. Problems of misbehavior in the classroom or academic problems may result in a student being excluded from a field trip.

FORGOTTEN ITEMS

Our mission statement promotes student responsibility. As a result, we ask parents not to bring forgotten items (lunch, homework, gym clothes, etc.) to school during the day. Lunch will be provided by the school, if needed.

FUNDRAISING

Periodically, fundraising events are held at Saint Paschal Baylon School. We encourage all families to participate to the degree possible in order to keep tuition stable.

GANGS/YOUTH GANGS

See APPENDIX.

GIFTED/ENRICHMENT PROGRAM (Project Challenge)

The Gifted/Enrichment Program is available to students in Grades 4 through 8 who meet the criteria through standardized test scores and other established regulations.

GRADING SYSTEM

- A = SUPERIOR (100% - 93%)
Consistently does superior work in accomplishing goals, objectives and requirements.
- B = ABOVE AVERAGE (92% - 85%)
Usually does above average work in accomplishing goals, objectives and requirements.
- C = AVERAGE (84% - 77%)
Usually does average work in accomplishing goals, objectives and requirements.
- D = BELOW AVERAGE (76% - 70%)
Usually does below average work in accomplishing goals, objectives and requirements.
- F = FAILING (69% - 0%)
Usually does unsatisfactory work in accomplishing goals, objectives and requirements.

O = OUTSTANDING

S = SATISFACTORY

U = UNSATISFACTORY

N = NEEDS IMPROVEMENT

O, S and U will be used for effort and conduct and may be used for Music, Art, Physical Education and Computer and in some primary grade levels..

GYM UNIFORM- See Uniform/Dress Code in APPENDIX

HAIR STYLES

Trendy and radical hairstyles will not be permitted. No dyed, streaked, flashed, bleached, tipped, or highlighted hair is permitted for either boys or girls. Boys' hair length should be to the collar and above the eyes.

HANDBOOK

All families can access our handbook at www.saintpaschal.com. If any changes are made to the handbook during the school year, timely notification will be given.

HEAD LICE CHECKS

You are asked to notify the school when head lice are suspected on your child. At that time the child's grade level and sibling's grade levels will have head checks by the school nurse.

HEALTH POLICY

A child who has been absent may return to school only when he/she is completely well. A note should be sent to the teacher indicating the nature of the illness. Children must participate in all facets of the school day (including outdoor recess) unless there is a note from the doctor

indicating otherwise. When the weather gets cold, many of our students would prefer to stay indoors, however, we are unable to provide supervision for these students during recess.

If you know that your child is feeling ill before school or becomes ill on the ride to school, please do not drop them off at school. Remember that if your child has a fever, vomits or has a rash, he or she must be sent home. Bringing them to school creates difficulty for your child, for you, for your child's teacher, and for our health aide.

HEARING SCREENING

Hearing screening is performed by the school nurse for students in Kindergarten and Grades 1, 2, 3, 5 and 7.

HIGH SCHOOL SHADOW POLICY

The school will arrange the opportunity for our eighth grade students to visit Catholic high schools on designated days. Those students choosing not to participate will be under the supervision of their parent(s)/guardian(s). Students are asked not to visit high schools without notifying the school. According to state law, students will be marked absent during any high school visit.

HOME SCHOOLING POLICY

If a parent/guardian submits a written request for withdrawal for home schooling, it will be necessary to obtain permission and authorization from the local public school district. Requirements for re-admittance to parochial school include verification of successful completion of previous grade level requirements from the local public school and the discretion of the Saint Paschal Baylon principal.

NOTE: In certain instances, the principal may recommend or require that a child complete the grade requirements at home under parent/guardian supervision and without formal withdrawal from our school. In these cases, the teacher(s) will provide materials and meet regularly with the parent(s)/guardian(s) and/or child so that the grade level requirements can be successfully completed. This arrangement is at the discretion of the principal and is distinct from home schooling as defined above.

HOMEWORK

Homework should provide practice in basic skills and teach responsibility. Students are required to keep an assignment notebook for each subject/class. At the September Open House/Parent Night, parents/guardians are informed of the teachers' policies regarding homework assignments.

HOMEWORK REQUESTS

It is our belief that when a student is ill, he/she should use the time to get completely well. Teachers will be flexible in allowing the student enough time to make up the work. In the event of absence, it is the student's responsibility to find out what was taught and what homework was assigned as soon as possible. If your child is absent and you want homework, please use the following procedure:

- A parent/guardian may request homework by calling the school office no later than 8:30 a.m. The office will notify your child's teacher. Parents may pick up the homework in the school office by 3:00 p.m. or a sibling may pick up the homework before dismissal.

Teachers will use good judgment in sending home books with brothers/sisters who have to ride the bus home.

HONORS

The honors recognition program is in place for Grades 6 through 8. In determining honors, we will use the same method used by many of the area high schools.

For full unit subjects - Religion, Math, Reading, English, Science and Social Studies:

A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0

For half-unit subjects - Physical Education, Art, Music, Computer, Health, and Spanish

A = 2 points, B = 1.5 points, C = 1 point, D = .5 point, F = 0

High Honors will be awarded to those students whose grade point average is 3.75 - 4.00. Those students who achieve a grade point average of 3.50 - 3.74 will be awarded *Honors*. A student is placed on the *Principal's List* beginning with the second quarter for those who have shown outstanding improvement in their grades. Cumulative grade point averages are not calculated.

JEWELRY

Students are not to wear jewelry such as dangling bracelets, dangling earrings. Only non-dangling post earrings are permitted. Male students are not permitted to wear earrings. Only necklaces with appropriate religious symbols are acceptable except on gym days. Watches are appropriate.

LIBRARY

The Saint Paschal Baylon School Library supplements our curriculum. The library is open to all students on a daily basis for the entire school day. Students are permitted to borrow books for as long as needed, as long as they are renewed on a weekly basis. Books need to be present for renewal. Students are expected to take care of all library books. Books that are damaged or lost must be paid for by the student.

LUNCH PROGRAM

Hot lunch is available daily. Monthly lunch menus are found on our website. Parents should follow the school procedure for adding money to their child's account. Snacks are available daily. Students must maintain a positive balance in their school lunch account.

Parents wishing to join their child for lunch must contact the office ahead of time and make sure to sign in at the office upon arrival.

MAKEUP

Makeup of any kind is not permitted in Grades K - 8. Only clear nail polish is permitted.

MASS

All school Masses are celebrated weekly at 9:00 a.m. each Wednesday. Masses are noted in the weekly calendar of events found at www.saintpaschal.com.

MEDICATION

Any medication, prescription or over-the-counter, which needs to be given to a student during school hours must be kept in the school clinic along with an order from the doctor listing the medication, dosage and the need that it be administered during the school day. The

parent/guardian must sign a request form giving the school staff member permission to administer the medication. These forms are distributed on an as needed basis. Forms can be obtained from the school office or nurse. Medication must be in the original child-proof container(s) and have proper affixed label.

For complete Policy Guidelines for Administration of Medication by School Personnel please see APPENDIX.

MESSAGES TO STUDENTS

In an attempt to limit unnecessary interruptions during the course of the school day, we ask that parent(s)/guardian(s) use good judgment regarding phone calls to the office with regard to messages for their child/children. All messages, unless an emergency exists, must be called in by 2:00 p.m.

MILK

Milk is available daily for lunch. Milk is paid for annually in September. A free-milk program is also available through the Diocese for those who are eligible. Information can be requested from the school office.

MONEY SENT TO SCHOOL

We strongly discourage sending large amounts of cash with the students. Whenever possible, we ask that parent(s)/guardian(s) pay fees by check. Unless otherwise noted, all checks should be made payable to Saint Paschal Baylon School. When money, whether cash or check, is sent to the office, the envelope should be carefully marked with the student's NAME, ROOM NUMBER and REASON FOR THE MONEY.

NEWSLETTER

Our school newsletter can be found on our website at www.saintpaschal.com. The newsletter contains important information about our school and our many activities.

NSF CHECKS

When a check is returned as 'insufficient funds', the bank fee will be paid by the parent/guardian.

NURSE/HEALTH AIDE

The school nurse supervises our health aide on a monthly basis. The health aide is in the clinic daily.

OPEN HOUSE

An Open House/Parent Night is held in early in the fall. Parent(s)/guardian(s) have this opportunity to meet the school faculty and staff to discuss school standards and goals. Parent(s)/guardian(s) may request a visit to the school at any time. Please contact the school office to make arrangements prior to your visit.

PANDEMIC FLU POLICY

Saint Paschal Baylon follows the policy set forth by the Diocese of Cleveland.

PARENT CONFERENCES

One parent/guardian conference is held in the fall to provide an opportunity to strengthen home-school cooperation and promote a greater understanding of the needs of the child. Although the

scheduled conferences are only 15 minutes in length, longer appointments can easily be made for a time which is mutually convenient to parent(s)/guardian(s) and teacher. Any additional conference will be scheduled upon request of the teacher or parent/guardian as the need is felt.

Formal conference days do not preclude the scheduling of an individual conference any time the parent/guardian and/or teacher feels such a meeting would be desirable and helpful. Parent(s)/guardian(s) may schedule a conference by calling the school. **WE ASK THAT PARENT(S)/GUARDIAN(S) DO NOT DROP BY UNEXPECTEDLY TO DISCUSS A CHILD'S PROBLEM.** A more meaningful and productive conference will be held if it is planned and convenient for both parent(s)/guardian(s) and teacher.

PARENTAL INVOLVEMENT/VOLUNTEERISM

There are many opportunities for parent(s)/guardian(s) to volunteer at the school such as recess volunteers, hot lunch aides, room mothers/fathers, and field trip chaperones. All volunteers who work with children must be fingerprinted and VIRTUS trained.

In addition, the following organizations are also very active at Saint Paschal Baylon School and parental involvement is always welcomed and encouraged.

Athletic Association - The Athletic Association is responsible for developing and assisting in the financing of the CYO Athletic Program. The Athletic Association meets monthly.

Our Lady of the Blessed Sacrament Guild - The Ladies Guild is a parish organization which provides assistance to its members, an avenue of contact between parish members, financial assistance to the school and parish, and volunteer help for school and parish activities. Guild meetings are held once a month.

Parent Teacher Organization (PTO) - The Parent Teacher Organization is meant to be a means of educating its members concerning the needs of the children of the school. It is a vehicle of communication for parents to receive information about the school and for the school to become more aware of the needs of the parents and children. It is meant to be a means for families to interact socially with the teachers and with one another. It is also a means for fundraising for the maintenance and welfare of our school.

Parent Advisory Council - The Parent Advisory Council is comprised of nine school parents who serve three-year terms. The purpose of the Council is to aid in developing and maintaining quality Catholic education, propose a workable financial program that will provide fiscal stability for our school, improve public relations so as to generate interest in the future of Saint Paschal Baylon School, and form a plan that will implement these areas.

PARENT VISITS

Periodically, parents are invited by classroom teachers to attend a special activity. If you choose to visit at another time, please contact the school office for arrangements.

PARKING

Parents are asked to use the church parking lot during the school day. Please do not park in the coned off areas, since this area is used for outdoor recess.

PEANUT AWARENESS

We are a peanut/tree nut aware school. You may obtain a copy of our allergy guidelines in the school office.

PERMANENT RECORD CARDS

Permanent record cards are kept on file in the school office for each student. This record is updated yearly and contains the student's family history, academic records and standardized test scores. If parent(s)/guardian(s) wish to review their child's permanent record card, they should make arrangements with the school office.

PRINCIPAL'S OPEN DOOR

A two hour block of time quarterly will be scheduled by the principal when parent(s)/guardian(s) can personally meet with the principal to discuss positive things happening in our school, followed by any questions, concerns, new ideas, etc. The days/times will be rotated.

PROGRESS REPORTS

Parents may access their child's grades and progress at anytime through Gradelink.

PSYCHOLOGICAL TESTING/COUNSELING

At times, it is important for the school to know more about your child. The following are some ways we are able to gather additional information about your child: classroom observation, interviews, general intelligence (IQ) tests, academic achievement tests, language tests and other special tests. This testing is done by the school psychologist. Parent/guardian and teacher consultations are available for the purposes of educational planning. Specific interventions may be designated in order to support students in their classroom settings.

All data that is collected on a child is kept confidential. It is accessible to parent(s)/guardian(s) of the child, the school psychologist and other school staff members who are involved in the education of the child. Parent(s)/guardian(s) may sign release forms to have the data sent to other professional individuals or agencies if they wish. Counseling is also available by the school psychologist to lend support and perspective on social and emotional concerns.

RECESS

When weather permits, all students in good health are expected to take advantage of the outdoor play areas. Generally, when the temperature is 20F or above and the playground is clear of ice and snow, recess is held outdoors. Therefore, it is important that each parent/guardian takes care that the children are dressed appropriately for the weather conditions. When there is snow on the ground, the students must wear either boots or a different pair of shoes for outside. Since the playground supervisors on duty function as staff members, it is expected and required that they receive the same respect and obedience as the teachers.

REGISTRATION – See Admissions Policy in APPENDIX

REGISTRATION FEE

A non-refundable application fee per student is paid at the time of enrollment. This fee helps to defray the costs of classroom teaching materials, physical education materials, and general supplies. Also included in the cost are the technology and supervision fees.

REPORT CARDS

Report cards can be accessed online by parent(s)/guardian(s) and students each quarter for Grades 1-8 and twice a year for Kindergarten. A parent(s)/guardian(s) signature is required. Report card publication dates for K - 8 will be given in the school newsletter.

RESEARCH POLICY - see APPENDIX

RETENTION/PROMOTION

Retention is based upon the recommendation of the teacher with the agreement of parent(s)/guardian(s) and the principal. Promotion is based upon the following principles:

- Students are expected to earn a passing grade in each subject. Any student who fails a subject will be required to attend summer school. Some subjects may not be offered in summer school in our local public school district. In this case, students will be expected to take the subject in other school districts. In some cases, tutoring may be acceptable by agreement with principal, teacher and parent.
- Retention can be considered for the following reasons according to Diocesan Policy: a) Failure in three or more subjects (Reading, Mathematics, English, Social Studies and Science). Failure in an individual subject is defined as receiving a grade of F for more than two quarters. b.) Failure to master fundamental skills of reading in the primary grades.
- In certain cases, a student may be placed into the next grade. A letter indicating this placement will be put into the student's personal file.
- Each case of retention is treated individually and is thoroughly discussed with the PLACEMENT TEAM consisting of the principal, teacher, school psychologist and the parent(s)/guardian(s).

SCHOOL HOURS

Saint Paschal Baylon School teachers are present in their classrooms at 7:40 a.m. each morning. The day begins at 8:05 a.m. and ends at 2:30 p.m. The school office is open from 7:30 a.m. until 3:00 p.m. Monday through Friday. Students should not be dropped off at school before 7:45 a.m. It is expected that students remain on school premises from the time of arrival until time of dismissal.

Students should not be in the classroom, the gym, O'Brien Hall or any other part of the school before 7:45 a.m. or after 2:30 p.m. unless supervised by an adult.

For the safety of our children, we ask parents who bring their children to school or who pick up their children to not enter the building without signing in at the school office.

SCHOOL PICTURES

Individual student pictures and class pictures are taken each year in the fall. Information will be sent home prior to the picture-taking day. Parent(s)/guardian(s) are under no obligation to purchase pictures. A re-take day is provided.

SCHOOL SAFETY PLAN

A school safety plan is posted in each classroom and is reviewed annually. All emergency procedures are practiced on a regular basis. The school safety plan is on file with Highland Heights Police Department, the State of Ohio, and in the school office.

SCHOOL SUPPLIES

A supply list is available before the end of the school year. Additional items may be requested by teachers throughout the school year.

SCOLIOSIS SCREENING

Scoliosis screening is performed by the school nurse for students in Grades 5 through 8.

SEARCHES

Saint Paschal Baylon School has adopted the Diocesan Policy on searches which is as follows:

All property of the school, including students' desks and lockers, as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures, as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

The search of a student's person or handbag is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia or other item, the possession of which is prohibited by law or by school policy.

Searches must be conducted in the following manner:

- School administrators must always have another school authority present when a search is conducted.
- If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student shall be detained until parent(s)/guardian(s) are contacted and arrive, or until police arrive.
- Parent(s)/guardian(s) should then be informed that the student is risking possible suspension or dismissal for refusing to comply.
- If a weapon or other dangerous ordinance is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual. See related Weapons, Youth Gangs and Drug Policies in APPENDIX.
- If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

The Diocesan Sexual Harassment and Sexual Violence Policy was adopted by Saint Paschal Baylon School and is included in the APPENDIX.

SPECIAL EDUCATIONAL PROGRAMS

Saint Paschal Baylon is able to provide speech therapy to our students. The speech therapist does extensive language, speech, and hearing evaluation and provides therapy to correct deficiencies. We also provide a teacher for the learning disabled (L.D.). Both staff members are licensed by the State of Ohio.

STANDARDIZED TESTING PROGRAM

Students in kindergarten through eighth grades will participate in MAP (Measures of Academic Progress) testing three times a year (fall, winter, and spring). MAP tests are given to determine a child's instructional level and to measure academic growth throughout the school year and from year to year. Students in grades K-8 will take tests in Math, Reading, and Language; students in

grades 4-8 will also take the Science test. Results of the testing are sent home to parents/guardians.

STREP THROAT POLICY

If a child is seen by a physician and given a test for strep, he/she may not return to school until the results of the culture are known. If the test is positive, the child should be on medication for 24 hours before returning to school. Positive strep test results should be reported to the school nurse.

TARDY POLICY

Students who enter their classrooms after 8:05 a.m., but before 9:00 a.m. are considered tardy. Students in Grades 3-8 who are tardy three times will receive a demerit. Tardies accumulate throughout the year. Parents will be contacted should tardiness become an issue.

TELEPHONE CALLS (see Cell Phones)

For emergencies, students may use the office phone with permission from their teacher.

TRANSCRIPTS/WITHDRAWALS

Final report cards and student records are the property of Saint Paschal Baylon Elementary School. The school will release student records after all financial accounts have been settled. When a student withdraws from Saint Paschal Baylon Elementary School, a copy of the cumulative record card and health records will be sent directly to the receiving school after a signed request by the parent is received and all payments are complete.

TRANSPORTATION

Information regarding transportation from specific school districts can be obtained by contacting the local school board or transportation office.

Students who ride school buses must comply with the bus regulations as stipulated by the driver and the school district. Only students eligible for bus service are permitted to ride the buses. Students are only permitted to ride buses in the city of their residence. Notes must be sent to the school office if your child is riding a bus other than the usual one they ride.

Parents who transport children by car will pull into Saint Paschal Lane off of Colony and pull up to the covered sidewalk area to drop off. Parents will continue down the west driveway (Blue Ribbon Way) to Wilson Mills Rd. Please remember that when exiting with buses to give the buses the right of way.

TUITION ASSISTANCE

Tuition assistance is available from the Diocesan Tuition Assistance Office. Families should contact the Diocese for appropriate paperwork. Some financial aid is available through the Parish G.I.F.T.S program only if a PSAS form has been submitted to the Diocese of Cleveland.

UNIFORM CODE

See Dress Code guidelines in the APPENDIX.

VACATION POLICY

If parent(s)/guardian(s) are taking a child out of school for an extended period of time, it is recommended that the matter be discussed with the principal and the child's teacher to determine if such an absence would be detrimental to the child's education. The children are responsible

for the work they miss and are expected to approach their teachers for assignments. Please email or call the school office in advance to inform the office of the dates your child(ren) will not be present due to the vacation.

VACATION WORK POLICY

Please review the Vacation Policy. Although students may complete normal day-to-day homework activities while on vacation, advanced assignments will not be given prior to vacations.

VISION SCREENING

Vision screening is performed by the school nurse for students in Kindergarten and Grades 1, 3, 5 and 7.

VISITORS

Visitors must enter the school building through the Family Life Center. All of the other doors in the building will be locked beginning 8:10 a.m. Visitors must go **DIRECTLY** to the school office to sign in and receive a VISITOR'S PASS. All visitors are requested to park in the church parking lot.

VOLUNTEER DRIVER'S STATEMENT

When parent(s)/guardian(s) are asked to drive for field trips, they will be provided with a volunteer driver's statement which needs to be completed, signed and returned to school.

WALKERS - See DISMISSAL POLICY

WEAPONS

See APPENDIX. According to Ohio Revised Code, concealed weapons are not permitted at Saint Paschal Baylon School or parish property.

WELLNESS POLICY

See APPENDIX.

WHEELCHAIR ACCESSIBILITY

Saint Paschal Baylon School, with the exception of the gym, is wheelchair accessible. This includes recently renovated restroom facilities which provide wheelchair access.

APPENDIX

ACCEPTANCE/ADMISSIONS POLICY AND PROCEDURES

Saint Paschal Baylon is a Catholic Elementary School intended to provide a quality education to children of families who are registered members of the parish. Non-parishioners and non-Catholics will be considered for admission if space and financial consideration permits. Saint Paschal Baylon School admits students of any race, color, national or ethnic origin.

Enrollment for Kindergarten

1. A child must be five years of age on or before September 30 and must also take part in a screening process to help parents and teachers assess the child's skill level and readiness for kindergarten.
2. Parents must present for verification the child's:
 - birth certificate
 - baptismal certificate
 - social security number
 - record of physical examination
 - record of all required immunizations and health forms
 - custody papers (copy of court order) if applicable

Enrollment for Grades 1-8

1. Enrollment in Saint Paschal Baylon School is reviewed each year. Acceptance is contingent upon all school financial requirements being met and evidence of acceptable effort and conduct in accordance with school policies.
2. Registration of new children in Grades 1-8 will take place on a space available basis after re-registration of previously enrolled students has been completed.
3. A conference with principal & parent will be required to review the student's academic and conduct records as well as any other documentation required for acceptance and admission.
4. All admittances into Grades 1-8 are conditional for the first quarter.
5. Normally, seventh and eighth grade students will not be accepted unless they are transferring from another Catholic school.

UNIFORM/DRESS CODE

GIRLS: GRADES Kindergarten -4 - Basic Required Uniform

- Jumper:* Plaid V-neck pleated jumper purchased from Schoolbelles
- Blouse:* White, short- or long-sleeve, either broadcloth with Peter Pan rounded collar, broadcloth with tailored pointed collar, or oxford with button-down collar
- Socks/tights:* Solid navy, black, hunter green, red, or white crew or knee socks without logos. Please, no sport socks.
- Shoes:* School shoes are defined as good, sturdy, supportive shoes. They must have non-marking soles. Shoe color must be basic black, brown, navy blue, or tan. Tennis shoes, sandals, backless shoes, moccasins or ballerina slippers are not part of the basic uniform. Heels of shoes may not be higher than one inch.
Kindergarten shoes: Kindergartners have the option to wear tennis shoes with Velcro closings. No laces, please.

GIRLS: GRADES 5 - 8 - Basic Required Uniform

- Skirt:* Plaid Kilt Wrap Skirt or Skirt with Attached Shorts purchased from Schoolbelles. Length of skirt must be just above the knee.
- Knit Shirts:* Long or short sleeve banded bottom knit shirt with SPB logo in white, navy blue, or hunter green purchased from Schoolbelles.
- Socks/tights:* Solid navy, black, hunter green, red, or white crew or knee socks without logos. Please, no sport socks.
- Shoes:* School shoes are defined as good, sturdy, supportive shoes. They must have non-marking soles. Shoe color must be basic black, brown, navy blue, or tan. Tennis shoes, sandals, or backless shoes are not part of the basic uniform. Heels of shoes may not be higher than one inch.

GIRLS: GRADES K-8 - Accessories

- Sweater:* Solid color, button-down or pullover in navy, white, hunter green, black or red (school uniform colors). No hooded sweaters.
- Sweatshirt:* Saint Paschal Baylon sweatshirt purchased from Schoolbelles. A sweatshirt is to be worn over the required uniform. No hooded sweatshirts.
- Turtlenecks:* White turtlenecks or white thermal shirts may be worn under the uniform blouse. Turtlenecks or thermal shirts may not be worn alone. Turtlenecks or thermal shirts may also be worn under sweaters or SPB sweatshirts.
- Options:* Uniform slacks (plaid, solid blue or green) purchased from Schoolbelles.
- Jewelry:* See page 12

BOYS: GRADES Kindergarten - 6 - Basic Required Uniform

- Pants:* Plain colored dress pants (jeans, denim, work pants, jogging pants, cargo pants or other casual pants are not considered dress pants). A belt must be worn with pants having belt loops.
- Shirts:* Short or long sleeve knit shirts in white, navy blue, or hunter green with or without the SPB logo. No other emblems or names, except for the SPB logo on shirts purchased from Schoolbelles, are permitted.
- Shoes:* School shoes are defined as good, sturdy, supportive shoes. They must have non-marking soles. Shoe color must be basic black, brown, navy blue, or tan. Tennis shoes, track shoes, hiking shoes, moccasins or boots are not part of the basic uniform.
Kindergarten shoes: Kindergartners have the option of wearing tennis shoes with Velcro closings. No laces, please.
- Socks:* Solid colored black, brown, navy, khaki, or white crew socks without logos. Please, no sport socks.

BOYS: GRADES 7 - 8 - Basic Required Uniform

- Pants:* Solid colored dress pants (jeans, denim, work pants, jogging pants, cargo pants, or other casual pants are not considered dress pants). A belt must be worn with pants having belt loops.
- Shirts:* Solid white or light blue shirts.
- Shoes:* School shoes are defined as good, sturdy, supportive shoes. They must have non-marking soles. Shoe color must be basic black, brown, navy blue, or tan. Tennis shoes, track shoes, hiking shoes, moccasins or boots are not part of the basic uniform.
- Socks:* Solid colored black, brown, navy, khaki, or white crew socks without logos. Please, no sport socks.
- Tie:* Coordinating tie must be worn.

BOYS: GRADES 1-8 - Accessories

- Sweater:* Solid color, button-down or pullover in navy, white, hunter green, black, or red (school uniform colors).
- Sweatshirt:* Saint Paschal Baylon sweatshirt purchased from Schoolbelles. A sweatshirt is to be worn over the required uniform. No hooded sweatshirts.
- Turtlenecks:* White turtlenecks or white thermal shirts may be worn under sweaters or SPB sweatshirts. Turtlenecks or thermal shirts may not be worn alone.
- Jewelry:* See page 12

BOYS AND GIRLS: Optional Seasonal Uniform – Walking Shorts - May 1st to October 1st

Shorts: Navy or khaki walking shorts. Purchased from Schoolbelles. No more than 2” above the knee.

Shoes: Uniform shoes (grades 1-8) or tennis shoes (kindergarten)

Socks: Plain white or navy crew socks.

Gr. 7 & 8 Boys: White, navy blue, or hunter green polo shirts with or without school logo instead of shirts and ties.

GYM UNIFORM

The standard gym uniform consists of a green or gray Saint Paschal Baylon tee shirt, green uniform gym shorts, Saint Paschal Baylon jogging pants, proper supportive non-marking athletic shoes for all children in Grades K-8. The uniform sock is a full crew sock as stated in the Uniform Policy. White or black thermal shirts may be worn under the gym uniform.

Jogging pants must be worn to and from school from October 1st to May 1st .

MISCELLANEOUS DRESS CODE INFORMATION:

1. Students with dress down passes, Box Tops, or SPB t-shirts are permitted to dress down on scheduled days each month. Those days are published on our website calendar.
2. The teachers of Saint Paschal Baylon have the right to instruct a student to call home for a change of clothing if clothing is deemed inappropriate. Inappropriate clothing includes but is not limited to crop tops, short shorts, track shorts, tank tops, low riding jeans, yoga pants or leggings not appropriately covered, flip flops, or clothing with references to drugs, alcohol or offensive slogans.
3. Students should NOT dress down on scheduled Mass days.
4. Students on CYO-sponsored athletic teams may wear their jerseys over their uniforms on Fridays during the season the season of the sport.
5. If a student receives 3 dress code violations, a demerit will be issued.

SAINT PASCHAL BAYLON SCHOOL CODE OF CONDUCT

The State of Ohio requires that the students be governed by a Code of Conduct. The goal of any Code of Conduct is to prescribe, with as much specificity as possible, the parameters of acceptable behavior and the consequences of disruptive behavior. We believe that every student at Saint Paschal Baylon School is able to contribute positively to the learning environment. The goal of our school discipline is the development of each student's growth in self discipline. This will benefit the student in every dimension of life. Teachers will encourage students in this development with guidance, kindness and consistency in forming good habits of self-discipline. Parents/guardians should encourage and support their children to comply with school expectations. These habits will form naturally as our students see parents/guardians and teachers modeling these behaviors of courtesy, respect, kindness and responsibility.

As a Christian Educational Community, we believe that:

- discipline is a learning process.
- a Code of Student Behavior is needed to maintain an atmosphere of learning.666666666
- students make choices regarding their actions.
- positive choices should be rewarded and negative choices should have consequences.

OBJECTIVES:

1. To build a strong Christian Community based on LOVE of God, others and self.

A Saint Paschal Baylon student will exhibit this behavior by:

- Being faithful to religious obligations.
- Showing considerate behavior by using good manners.
- Speaking kindly to and about others.
- Responding honestly and truthfully.
- Accepting others.
- Enhancing one's own self-worth.

2. To develop personal responsibility.

A Saint Paschal Baylon student will exhibit this behavior by:

- Being careful and neat about personal appearance, clothing and property.
- Being prepared for and punctual about assignments and classes.
- Accepting positions of leadership.
- Maintaining an orderly and safe environment that is conducive to learning.

3. To develop peace and social justice.

A Saint Paschal Baylon student will exhibit this behavior by:

- Helping to keep the school and grounds clean and orderly.
- Taking proper care of books and school equipment.
- Respecting other's rights to their own property and privileges.
- Respecting individual and multicultural differences.
- Working to establish peace in and out of school.
- Aiding those less fortunate.

Saint Paschal Baylon School establishes this Code of Student Behavior to promote Christian training through the Gospel values in positive discipline that develops character, orderliness, good study habits, mutual respect, personal responsibility, social justice, community and school spirit, and social growth.

BASIC RULES

It is the responsibility of the administration, faculty and staff to formulate basic rules for use throughout the school and property. The following is a list of the Saint Paschal Baylon Basic Rules which are posted in each room.

1. Students will show courtesy and respect to peers and adults through language and behavior.
2. Students will be in the right place at the right time, being prompt and prepared for classes.
3. Students will move safely and in control within the school building.
4. Students will treat all property with respect.
5. Students will be in complete and correct uniform as stated in the Saint Paschal Baylon Handbook.

CLASSROOM DISCIPLINE

For each classroom, it is the responsibility of the teacher and class to formulate rules, rewards and consequences based on the basic rules. This can be done yearly and quarterly. Rules, rewards and consequences are to be posted where each student can be aware of them.

APPROVED DISCIPLINARY PROCEDURES

When a student chooses to be disruptive, the school staff must consider a student's physical and emotional well-being, a student's learning style and needs, a student's home environment, a student's classroom environment, including the relationship between the student and the teacher, between the student and other class members, and the teacher's teaching style when determining a course of action.

When a student chooses to disregard a classroom or school rule, ONE or MORE of the following steps will take place.

1. Conference with student.
2. Required special assignment
3. Notification to parent/guardian.
4. Denial of privileges.
5. Notification to principal.
6. Conference with parent/guardian
7. Detention.
8. Probation.
9. Suspension.
10. Expulsion.

CORPORAL PUNISHMENT

The principal, faculty and staff of Saint Paschal Baylon School do not support the use of corporal punishment as a form of discipline.

SCHOOL DISCIPLINE POLICY:

The Saint Paschal Baylon School Discipline Code for Grades K-8 is divided into two categories - the DEMERIT SYSTEM and MAJOR OFFENSES.

THE DEMERIT SYSTEM

The Demerit System discourages behavior not adhering to our school rules. Some offenses that warrant a demerit may include but are not limited to:

- use of obscenities or inappropriate language and/or gestures
- cheating or plagiarizing
- chewing gum or candy
- damage or misuse of property
- defiance or insubordination
- acts of disrespect in school or in church
- fighting
- repeated dress code violations
- repeated cafeteria, recess, and playground violations
- repeated failure to complete assignments
- failure to report to class on time or to report at all
- cell phone presence during school hours
- use of electronic devices during school or during supervised after school activities
- forgery
- theft

If a student has accumulated three demerits, he/she will be assigned a detention period. In some cases, a teacher may issue three demerits for a single violation of a school rule. This would result in an automatic detention. Demerits remain for an entire school year.

Parents/Guardians will be notified through the mail of an upcoming detention and must provide transportation for their child. Those students who have received three demerits and need to be scheduled for a detention will serve that detention on the *Wednesday* morning immediately following the issuing of the detention.

Detentions will begin at 7:15 and end at 7:45, be supervised by a staff member, be held on Wednesday mornings before school UNLESS school is cancelled, and be a time for students to reflect upon the reasons why they are serving a detention

Should a student receive two detentions, a conference will be held with the principal and the student and/or the parent. Should a student receive three detentions, and for each three detentions thereafter, a suspension will be given. Three suspensions equal a possible expulsion.

In situations where a student continues to disregard school rules, possible removal from school will be considered. This decision will be based on the facts of the situation and will be made with the cooperation of the pastor, principal, teachers, parent/guardian and student. For some students, the demerit/detention system is ineffective. For these students, alternate discipline methods may be considered. The principal will make this decision after discussions with the pastor, teachers, parents/guardians and student.

MAJOR OFFENSES

There are certain serious infractions that are beyond the scope of the demerit system. These major offenses will be handled without delay, and parents/guardians will be notified by a telephone call. Many times a parent/guardian will be asked to come in for a conference immediately. If strong corrective measures are needed, the principal may employ suspension or expulsion. The principal will make this final decision after discussions with the pastor, parents/guardians and student. We will not tolerate a threat to the well-being of other children; it is simply not fair to those who do not abide by our rules.

Suspension or expulsion of a student may result from, but is not limited to, one or more of the following types of behavior occurring on school property, at school-related activities ON or OFF school property, during Extended Day, while traveling to or from school on district buses, or while under the supervision of school personnel.

- Pulling a fire alarm, tampering with safety equipment, or bringing or using any fire-related devices (matches, lighters, etc.).
- Threatening to commit an act of violence or verbal abuse toward another student, teacher, or other person on school property or on the way to or from school.
- Theft of money or materials.
- Deliberate destruction or defacing of school, church or another person's property or possessions.
- Possessing, using, exhibiting or threatening to use a lethal weapon or fireworks.
- Possessing, using, transmitting, buying or concealing drug, alcoholic beverage, tobacco product or pornographic material.
- Writing, speaking, or gesturing any profane, vulgar, racist or other language.
- Forging a parental/guardian signature on school documents.
- Leaving school property during the school day without school and parent/guardian permission.
- Engaging in individual or group activity which could harm the reputation of the school.
- Engaging in any activity, action, or disturbance deemed by the administration to be disruptive.
- Defiance of school authority.
- Engaging in behavior that would force a person to give up anything of value by means of threats, harassment, intimidation, or injury to a person, property or reputation.
- Entering the school premises outside of school hours without the expressed permission of an adult in authority.
- Habitually not complying with school policy or accepting discipline.
- Breaking the Unacceptable Use Policy when using the internet

SUSPENSION

This is the denial of a student the permission to attend school and/or participate in school functions. The suspension may be an in-school or an at-home type at the discretion of the administration.

An in-school suspension isolates the pupil from the main stream of school activity, but does not relieve the student from the obligations to continue his/her studies. This type of suspension aims to help the student overcome problems, improve attitudes, develop more positive self-concepts and modify behaviors. An area separate from the usual classroom is designated as the

suspension room. Teachers supply the student relevant assignments for the day. Students are expected to bring enough study materials and supplies for the day. Lunch is eaten in the suspension room

Parents/Guardians are responsible for their child during the entire time of an at-home suspension. Teachers will supply the student with relevant assignments for the time of the suspension. All academic and extra-curricular activities are also withdrawn during the suspension.

Suspensions may last from 1 to 10 days. The student may be placed on a probation period upon his/her return to school. This can also be an exclusion from extra-curricular activities. Three suspensions may result in the student being asked to withdraw from Saint Paschal Baylon School.

EXPULSION

This is the denial of a student permission to attend school on a permanent basis. The expulsion of a student will be invoked only as a last resort. Expulsion of a student from school is a serious matter and will only be used when absolutely necessary. In some cases the principal and/or pastor may deem an action so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor.

ELASTIC CLAUSE

Because it is impossible to foresee all problems which can arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit, mission, and philosophy of Saint Paschal Baylon School even though it is not specified in this code of conduct and discipline. The guiding principle is to insure a safe, nurturing environment conducive to learning.

CAFETERIA AND RECESS REGULATIONS

Cafeteria Regulations

- Good manners, courtesy, and respect toward all school personnel and peers are expected at all times.
- Students are given assigned tables at which to eat. The tables are assigned at the beginning of each school year.
- When walking in from recess, students should walk quietly through the hallways.
- Milk is received by those who have purchased milk tickets.
- Those students buying hot lunch will remain in the hot lunch line until they are served.
- Whether brown bagging or buying hot lunch, all students should walk to their tables and remain seated until they are picked up by their teacher.
- Each student should clean up his/her area. Garbage should be placed in the large trash cans located near the door. Unconsumed milk should be dumped into a separate container.
- Students must have teacher permission to return to the classroom during lunchtime.
- Students are not permitted to return to their classrooms for snack bar money.

Recess/Lunch in Classroom Regulations

- Good manners, courtesy, and respect toward faculty, staff, and fellow students are expected at all times.
- Assigned playground supervisors are in charge for each grade level to monitor the halls.
- Students are expected to remain in their own homeroom unless they have a pass to go to another room.
- Students are expected to talk to those around them in a moderate, pleasant tone of voice. Shouting, running, and fighting of any kind is unacceptable.
- Students will be given directions by their homeroom teachers regarding indoor recess acceptable expectations and possible activities (board games, reading, etc.).
- Students who refuse to follow indoor recess rules or refuse to obey playground supervisors will be removed from the classroom. The teacher should discuss the problem with the playground supervisor and the child in order to take appropriate action to resolve the issue (note home, reprimand, demerit, etc.). For serious or repeated problems, the principal should be notified to discuss the unacceptable behavior with the child.

Playground Regulations

- Students should stay in assigned areas.
- Students should not throw anything that might cause harm such as rocks, stones, etc.
- Students should walk quietly into the school with the teacher/playground supervisor when the bell rings.
- Eating is not permitted on the playground at any time.
- Only appropriate equipment should be used on the playground. Examples of appropriate equipment are soft nerf balls, jump ropes, basketballs and red kick balls. The administration will make decisions on appropriate equipment. If you are not sure, bring the item to the office.
- Rugby and tackle games are not permitted on the playground.
- Conduct reports issued by supervisors will be referred to the administration.
- Students in Grades K – 6 may play on the playground stationary equipment after being instructed at the beginning of the school year.

WELLNESS, FOOD AND BEVERAGE POLICY

Rationale

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community.

A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and well-being of not only oneself, but of others. The concept of wellness is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants.

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns.

Statement of Policy

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children's health and well-being. It is the policy that:

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors;
- To the extent practicable, schools will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic and cultural diversity of the student body in clean, safe and pleasant surroundings with adequate time to eat.

Schools will maintain a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

Commitment to Nutrition Minimum Requirements

General

Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards. Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities. Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products. Provide school food service staff routine professional development training opportunities. Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals. Ensure

water is available to students during mealtimes at no charge. If water fountains are not available in eating or adjacent readily accessible areas, water will be offered via other means such as pitchers, coolers, etc.

Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served will:

- ✓ Be appealing and attractive to children;
- ✓ Be served in clean and pleasant settings;
- ✓ Offer a variety of fruits and vegetables;
- ✓ Serve only low-fat (1%) and fat-free white milk, fat-free flavored milk and nutritionally-equivalent non-dairy alternatives (when required and to be defined by USDA).

Commitment to Comprehensive Health Education Minimum Requirements

Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

Commitment to Physical Activity Minimum Requirements

Provide physical education opportunities for all students in grades K-8. Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment. Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs. Incorporate physical activity such as stretching before classes and at appropriate intervals during the day. If the schedule allows, provide for physical activity before the lunch period. Promote school-wide challenges in conjunction with charitable events such as a Walk for Diabetes or Hoops for Hearts.

Commitment to Healthy School Environment Minimum Requirements

Provide a clean, safe, enjoyable meal environment for students. Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages. Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., school registration, parent-teacher conferences, PTO meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events. Ensure an adequate time for students to enjoy eating healthy foods with friends. Schools shall provide at least 10 minutes from the time the student sits down until the end of the period to consume lunch. However, following the National Association of State Boards of Education recommendations, every effort will be made to provide students with 20 minutes after sitting down to eat lunch, schedule meal periods at appropriate times, and schedule lunchtime as near to the middle of the school day as possible, preferably between 11 am and 1 pm.

Make efforts to schedule recess for elementary grades before lunch so that children will come to lunch less distracted and ready to eat.

Make available drinking fountains or other accessible drinking water so that students have access to water at meals and throughout the day. Refrain from using food as a reward or punishment for student behaviors. Avoid scheduling tutoring, club/organization meetings, and other activities

that interfere with appropriate mealtime allotments whenever possible. Annually, review with staff and students the safety and crisis plans of the school. Review emergency procedures with parents.

Commitment to Implementation Minimum requirements

Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.

Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.

FAMILY/CUSTODIAL SITUATIONS

Saint Paschal Baylon School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason, we find it necessary to clarify and re-state the usual procedures followed by Saint Paschal Baylon School 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. Saint Paschal Baylon 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, reports, mid-quarter reports, discussions with school personnel and tuition statements.

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever 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 on 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. Saint Paschal Baylon 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 first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records and school information, the non-custodial parent has a right to the same access to school information as the custodial parent. We will, unless instructed by a Court Order, release such information upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by 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 other informed as to these activities as to avoid duplication of communications and allow the school to better attend to the duty of teaching your children.

In cases of 'joint custody' (shared parenting agreements) 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 at Saint Paschal Baylon School 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 insures 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 and further discussed by the school's legal counsel. 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.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

**GUIDELINES FOR ADMINISTRATION OF MEDICATIONS BY SCHOOL
PERSONNEL**

In order to administer medication to your child during the course of the school day, the following guidelines must be met.

1. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time and duration of the medication and possible side effects. Medication will be stored in a locked cabinet.
2. Medication must be in the original containers (child proof) and have an affixed label including the student's name, name of the medication, dosage, route of administration and the time of administration.
3. A recent 'school picture' for use as ID during medicine times must be sent to school with your child's name on the back. This need only be done once per school year.
4. The medication and the signed permission forms must be brought to the school by the parent/guardian or other responsible adult.
5. New request forms must be submitted each school year and as necessary for changes in medication order.
6. The administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian, could be interpreted as practicing medicine and is prohibited by law. Therefore, we cannot give medication to your until we receive both forms and the properly labeled container of medication. No child will be permitted to take medication on his/her own, as we cannot assure the safety of that method of administration.

NON-HARASSMENT ANTI-BULLYING POLICY

Saint Paschal Baylon School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel in Saint Paschal Baylon School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Saint Paschal Baylon School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.

Definition

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
 - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);

- Sending abusive or threatening instant messages;
- Using camera phones to take embarrassing photographs of students and posting them online; and,
- Using Web sites to circulate gossip and rumors to other students;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser responded.

Complaint Procedure

Should a report be made by a student who believes he/she has experienced harassment or bullying and it has been reported to the Principal or another administrator the following procedure will be used.

- The Principal or designated administrator shall immediately investigate the complaint and shall make written notations of the specific allegations.
- Information to be acquired during the investigation shall include names of witnesses, dates, times, and the specific charge. A student incident form will be given to the individual reporting the incident as well as the witnesses requesting such information.
- All information relating to the complaint or the investigation shall be kept confidential when possible. All participants should be reminded of this obligation.
- The investigator shall make a prompt determination regarding any disciplinary actions. Whenever possible, the Saint Paschal Baylon Discipline Matrix shall be followed.
- No retaliation will be permitted for participating in a complaint or investigation.

It is the responsibility of the administration, teachers, and staff to ensure the safety of all in the school or on school grounds. Saint Paschal Baylon School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.”

THREATS POLICY

Any threat of harm to any person either in writing, words, or actions will be dealt with immediately and appropriately. Such action may include but are not limited to notification of parents, demerits, detentions, suspension, dismissal, notification of local law officials, request for psychological/psychiatric evaluation, counseling, or other actions deemed necessary.

SEXUAL VIOLENCE

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C.2151.421). The Department of Human Services and the police will be contacted immediately if there is any “reason to believe” (O.R.C.2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

General sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual matter; is expressly threatened or perceives a threat of physical harm for purposes of the offender’s gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12), as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

USE AND ABUSE OF ALCOHOL AND OTHER DRUGS POLICY

Saint Paschal Baylon School recognizes that substance abuse in our nation and our community exacts staggering costs in spiritual, personal, social, and economic terms. Substance abuse can produce impaired performance and reduced productivity, absenteeism, accidents, wasted resources, lowered morale, rising health care costs and diminished interpersonal relationship skills. Drug and alcohol involvement among students, faculty, and staff negatively influences the school learning environment and diminishes the health and well being of all.

Saint Paschal Baylon School recognizes that the problem of drug and alcohol abuse does not respect any group or age, and that the dependency stage of alcohol and drug abuse constitutes a treatable illness.

It is further recognized that health and social problems of youth are primarily the responsibility of the family, and that parents have the prime responsibility for assisting their children with such problems.

As educators in the Church, we, on an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each individual. We also recognize that we have an obligation to common as well as the individual welfare of students and educators, and that safe environment for learning must be provided. Alcohol and other drug -related activity endangers the ability to learn and teach; disrupts classrooms; threatens safety; contributes to a

climate of fear and disregard for authority; and may put nonusers at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, distribute, dispense, possess, use, or be under the influence of, in the school setting, any alcoholic substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined by Federal or Ohio law or rule, or any counterfeit of such drug or substance; all being collectively referred to as drugs.

School setting includes any school building or any school premises; any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Saint Paschal Baylon School Community recognizes that chemical dependency is a treatable illness. The school has a dual responsibility in cases of chemical dependency. First, the school recognizes its responsibility to help the student and his/her family to seek professional help. Secondly, the school has a responsibility to hold the student accountable for his/her actions by appropriate disciplinary actions. Each case of chemical dependency is handled individually.

When a faculty or staff member observes a student using or in possession of alcohol or drugs, the following actions may be taken:

- Conference with the principal
- Notification of parents
- Suspension; expulsion
- Referral to an outside agency
- Notification of police
- Any other disciplinary action and/or counseling measures deemed necessary for enforcement of the probation and supportive help of the student.

WEAPONS POLICY

The Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school sponsored activities. The faculty and staff of Saint Paschal Baylon support the Diocesan policy. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel on the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon” (O.R.C. 2923.11A). Firearms include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department and the Diocesan Legal Office (696-6525) before confronting the individual. If it is determined that this policy has been violated, the parents of the offended shall be immediately contacted and must cooperate with the disciplinary process.

A disciplinary process should include immediate in or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extra curricular activity and any other conditions deemed appropriate by the administration of the school or parish program after recommended consultation with the Diocesan Legal Office.

YOUTH GANGS

YOUTH GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

RELATED POLICIES - In order to prevent the onset of gang related activity, the following related policies will be strictly enforced.

- Appropriate attire required at parish youth activities and on parish property.
- Expectations of appropriate conduct for all parish youth activities and on parish property.
- The right of parish authorities to search personal property brought to any parish youth activity, if suspicion of gang involvement, weapons, or possession of drugs exist.
- Policies and procedures relative to scheduling, supervision and attendance at parish sponsored events, held during the day, in the evening, or on weekends, whether held on parish property or at other public facilities.

- Policies and procedures established relative to participation in and attendance at parish sponsored athletic functions whether held on parish property or at other public facilities.
- Encouragement of parent cooperation in not permitting children to host/attend unsupervised parties or activities.

PREGNANCY POLICY

Two sets of principles are applied in the situation of adolescent pregnancy in the Catholic school setting. One applies to the teaching on respect for human life. The second set applies to effective school management. If necessary, the two sets of principles will be applied on an individual basis.

EDUCATIONAL RESEARCH POLICY

1. The administration, faculty, and staff of Saint Paschal Baylon School supports educational research.
2. Any research project submitted to Saint Paschal Baylon School must go through the following procedure:
 - a. Institutional Review Board (IRB) review and approval (or exemption letter stating the research is fine to exempt).
 - b. Saint Paschal Baylon School administration review and approval.
 - c. Saint Paschal Baylon School Advisory Council review and approval. Advisory Board may meet with the research team if so desired.
3. Consent - Some research will not require parental consent as per IRB guidelines; however, unless otherwise agreed upon by a majority vote from the School Advisory Council and school administration, all educational research at Saint Paschal Baylon School will be completed with consent.

STUDENT/PARENT ACCOUNTABILITY CODE

Saint Paschal Baylon's Code of Student/Parent Accountability seeks to promote the development of students by upholding standards of behavior and dress that enhance mutual respect, encourage personal responsibility, form character, and offer opportunities for personal growth.

In accordance with the Saint Paschal Baylon School Philosophy, we recognize that the parent/guardian is the primary educator of the student. The school community expects the parent/guardian to hold similar beliefs and expectations as the school. As a result, each year parents/guardians and students are required to sign a policy statement. **IF THESE ARE IN CONFLICT WITH THE BELIEFS AND EXPECTATIONS OF THE PRIMARY EDUCATOR, THE SAINT PASCHAL BAYLON SCHOOL COMMUNITY BELIEVES IT IS NOT POSSIBLE FOR THE STUDENT TO CONTINUE HIS/HER EDUCATION AT THIS INSTITUTION.** The parent/guardian will be informed to place the child in another educational environment that more closely mirrors or images their education philosophy.

Saint Paschal Baylon School, as is true of any community, reserves the right to formulate rules and regulations for its members. Because it is understood that no code can be written to cover all

possible cases, but rather to delineate general guidelines, the administration reserves the right to deal with individual situations in a manner which it deems appropriate in accordance with our school Mission Statement and Philosophy.

SUPPORT OF MISSION STATEMENT/PHILOSOPHY

In the event of any dispute by and/or between Saint Paschal Baylon School and/or Saint Paschal Baylon Parish, including but not limited to any staff or administrators, pastor and/or principal and the parents and/or guardian(s) of any student involving the acts or conduct of any parent, guardian, student, faculty, staff administrator, principal or pastor, which in whole or in part is related to the mission and philosophy of Saint Paschal Baylon Parish and/or Saint Paschal Baylon School or the interpretation of the same, the school and/or parish shall have the unilateral right to immediately suspend, withdraw, and/or terminate any association, privileges, or right of attendance with said parent/guardian and/or student with the school and/or parish. It is agreed by membership in the parish or enrollment in the school that in the event of any such dispute, no damages may be sought which are in excess of the tuition payments for the current school year and all other claims are by receipt of this handbook expressly waived.

ENROLLMENT APPLICATION AND AGREEMENT

Each year parents are expected to complete an enrollment application and agreement form. The following is the policy for non-payment of tuition.

Non-payment of Tuition Policy

The payment of tuition (and fees) according to the payment plan selected by parents/guardians and according to the various financial and service obligations selected is the primary determinant of a child's right to attend school at Saint Paschal. The school considers the non-payment of tuition and fees a serious matter and reserves the right of refuse of enrollment or attendance to any child whose tuition or fees are past due. In the case of non-paid or late tuition or the non-payment or late payment of any fees described within the Enrollment Agreement, the following step will be taken:

- Any late tuition will be assessed a fee of \$25.00 per child. Assessed late fees will be considered an inherent part of any past tuition monies due.
- At the point that any tuition is 8 days past due, a letter will be sent to the parent's/guardian's attention requesting payment be made within 15 days from the date of the letter.
- If payment is not made in full by the 15 day extension, a second letter will be sent to the parent's/guardian's attention indicating the last day the child will be permitted to attend Saint Paschal Baylon School. At this time, a school official will make a reasonable attempt to reach the parent/guardian by letter addressing this issue.
- The school reserves the right to withhold your child's report card and standardized test scores, and/or to prohibit the participation in any school event in the event any tuition or fee balances are past due.

- In all cases, assessed fees, as described throughout the Enrollment Agreement, are due and payable upon the date indicated on the invoice. The school reserves the right to take all actions described herein in the event fees are deemed past due.

If any family has had a change in personal financial situation which is causing them difficulty in terms of making timely tuition or fees payments, it is the responsibility of the parent/guardian to contact the Finance Council through the parish rectory.