



ST. PAUL CATHOLIC SCHOOL

STRENGTHENING CATHOLIC VALUES BY PROVIDING EXCELLENCE IN EDUCATION
WHILE SERVING GOD AND ONE ANOTHER

PARENT/STUDENT HANDBOOK

Updated August 2022

St. Paul Mission Statement

Strengthening Catholic values by providing excellence in
education while serving God and one another.

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Dear Parents and Students,

Educating the mind without educating the heart is no education at all.
Aristotle

Welcome to St. Paul School! We are so happy you chose our family to be a part of your family! In choosing St. Paul School, you have demonstrated a commitment to the values and philosophy of a Catholic Education.

The parent/student handbook reflects the policies of St. Paul School for the current school year. This agreement states that you intend to abide by the policies of St. Paul School during the current school year.

Our faculty and staff look forward to working together with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

We can only accomplish this together, along with God's help, to bring his good works to completion.

May God bless you,

Mr. Jamie Lesho
Principal

School Contact Information:

140 Walnut Street
Weirton, WV 26062
Office: 304-748-5225 Fax: 304-748-4163

School office hours are from 7:30 a.m. to 3:00 p.m., Monday through Friday. You may contact the faculty, staff, and administration by calling 1-304-748-5225 or by faxing 1-304-748-4163. A list of email addresses can be found on our website weirtonstpauls.org. All SPS personnel have 24 hours to answer any correspondence and do not have to reply to correspondence over the weekend.

You may contact Reverend Binu Sebastian of St. Paul Church at 304-748-6710.

Instructions for Visitors:

ALL visitors, parents, and volunteers must report directly to the school office after being buzzed in at the school (circle entrance) doors by the office staff.

Visitors are to sign in, in the Visitor book located in the main door vestibule and pick up a visitor badge at the main office so school staff/students know the visitor is permitted. Visitors must return the badge to the main office upon leaving and sign out in the Visitor book in the vestibule.

All Volunteers must complete a background check and Virtus training.

School visitors, parents, and volunteers may not go to classrooms unless previous arrangements have been made with the teacher.

Random visits during school hours or before school in the morning are not permitted. Forgotten items are to be left in the school office and the staff will see that the children receive them.

Arrival and Dismissal Schedule:

The school day begins at 7:50 with prayer and the Pledge of Allegiance. Parents will drop off students at the cafeteria door (the last glass door on the right, behind the school) between 7:30 am and 7:50 am. If your child arrives at school after 7:50 AM, you must bring them in through the front door and sign them in, in the book in the vestibule. They will be considered tardy at that time.

There is no parking permitted in the circle at any time during the day. The circle is where the children play, participate in gym, and is where all emergency vehicles will need to enter and park. No exceptions.

Parents are not permitted to exit their cars while dropping off students. This causes an unsafe environment. If you need to enter the school, you must park in the gravel lot and enter through the front door.

Parents are not permitted to walk students to classrooms unless a physical limitation or injury exists. Before care is available from 6:30 am to 7:30 am.

Dismissal will begin at 2:20 for grades K-6. Please arrive on time to pick up your child. Please do not arrive **BEFORE 2:15 PM** to get in line. It causes traffic backups and interferes with our transit and buses.

If your child needs an early dismissal please call the main office the day of the dismissal to inform them that your child will be leaving early. You must come into the vestibule to sign them out and we will bring your child to you.

Colored card stock with the family's last name will be sent with students on the first day of school. Each parent will be asked to show the sign in the car window so teachers can easily see to dismiss their students. After dismissal, students will not be permitted to return to classrooms for any reason, unless a faculty member is present.

Students who are not picked up by 2:45 pm will be sent to the after school care program. If this happens on a regular basis, those students will be expected to enroll in the after school care program.

No child is permitted to be left outside or unattended at any time, for any reason. Bus riders will remain quiet and be led by a teacher when the bus arrives. Students will line up for the bus according to their grade.

Pupil Attendance, Tardiness, and Absences:

Punctuality is critical to the progress of each student. Morning Prayer, pledge, announcements, and organizational procedures are an important part of the learning process. In addition, excessive tardiness disrupts the regular schedule of the classroom routine and disrupts the start of the day for the student and teacher. It is imperative that the student arrives on time and is prepared for school.

When a student is considered tardy, he/she must enter through the main doors, with their parent. The parent must sign the student in and the student must report to the school office to receive a tardy pass. Then the student will be allowed to enter the classroom. Please send a doctor's excuse, if applicable, so that the tardy may be excused. Students are allowed no more than 5 tardies in a semester. Once the student reaches 5 tardies that

student and parent will be notified in advance of the day and time they will need to stay for after school detention.

Consistent school attendance is critical for a St. Paul School student to progress in sequential learning experiences. Until a telephone call or written explanation is received, a student's absence is considered unacceptable/unexcused. Parents/Guardians have up to 8:15am to call in a child's absence to the school office. If a phone call has not been received by the school office, that parent/guardian will be contacted. Please do not contact the teacher for an absence----you **must** notify the school office. If there is not an answer a care check from the police could be initiated.

The principal and teachers will closely monitor any prolonged excused/unexcused absences for each student. In cases of extreme absences (5), the parent/student may be asked to take additional steps to assure the student maintains appropriate attendance. Some remedial procedures may include grade reductions, retention of student in same grade, summer school referral, and/or counseling recommendation. Extreme excused/unexcused absences will result in a call to a resource officer.

When a student is ill, he/she should remain at home for their own welfare and the welfare of others. A student who is vomiting and/or has an elevated temperature will be sent home and will not be allowed to return until 24 hours after the fever has broken.

When a student is absent from school, he/she may not attend after school events or practice/play school related sports/activities for that day. A student must attend school for at least 3.5 hours the day of a sporting event to be able to participate.

Early Dismissal Procedures:

For students leaving early, please send a written request (including the date and who will be picking the child up). No student will be permitted to go with an unidentified individual under any circumstance. **Individuals who are picking up a child for an early dismissal are to sign the child out and wait in the vestibule.** The office staff will call the child to the office and the office staff will bring the child to the individual. Please do not interrupt the student's classroom.

Inclement Weather Delay or Early Dismissal Procedures:

To determine if St. Paul School will be operating on a delay, is closed, or has an early dismissal due to inclement weather, watch the Snowbird report on WTOV-9 or log on to www.wtov9.com. St. Paul School-Weirton will be listed under the WTOV-9 Snowbird Alert.

You will also receive an automated phone call.

DRESS CODE:**Girls:**

Cleanliness, proper hygiene, and clean uniforms are expected at all times.

All students will wear green long or short sleeve polo shirts. These must be tucked in at all times for grades 4-6.

Polos may be purchased and monogrammed from Lands' End, NC Sportz or Graphics in Print.

A St. Paul polo shirt must be worn at all times. (I.e. under hoodies/fleeces/sweatshirts etc.)

Khaki Docker-style dress pants are permitted – NO cargo pants.

Khaki Docker-style dress shorts may be worn from May 1st to September 30th – No cargo shorts.

Green or white cardigan or v-neck sweaters may be worn.

ONLY St. Paul issued hoodies/sweatshirts/fleeces may be worn.

Girls may wear the plaid uniform with bib, the pleated skirt or skort. No other color skirts are to be worn. The evergreen long/short sleeved polo dresses from Lands' End will be permitted for girls in grades K-4.

Uniforms skirts should be TWO inches from the knee. If skirts are deemed too short, said student will be asked to return home to change. If skirt is not available, said student must wear pants or tights under the skirt until skirt is fixed. (2 weeks)

Girls MUST wear shorts under their skirts at all times.

No unauthorized outerwear, such as jackets, hats or any other head gear are to be worn in the building during school hours.

Only white, black, or grey athletic shoes (may have a mix of these three colors only) or brown or black dress shoes are to be worn. No colored laces or embellishments allowed. No boots, sandals, high-heeled, high-platform, open-toed, backless, light-up, or crocs are to be worn.

No colorful or embellished socks are permitted. Solid green or white ankle/knee high socks or tights are permitted. Socks must be worn at all times.

Girls may wear bows and hair-bands (cannot exceed 2 inches wide), but they must be SPS colors (white or green). Nothing too outrageous or big.

If worn, earrings should be studs or small hoops.

Single colored, pastel nail polish may be worn.

5th and 6th grade girls may wear a light touch of make-up.

Hair should be clean, neat, and pulled back off of face. No extreme hair color.

Belts must be worn for grades 4-6 at all times when wearing pants or shorts.

Shirts must be tucked in when wearing a skirt as well.

GYM UNIFORMS:

Gym uniforms which may be purchased through Land's End catalogue or NC Sportz must be worn on gym day. This consists of shorts, sweatpants, short/long sleeved t-shirt and tennis shoes.

Boys:

Cleanliness, proper hygiene, and clean uniforms are expected at all times.

All students will wear green long or short sleeve polo shirts. These must be tucked in at all times for grades 4-6.

Polos must be purchased and monogrammed from Lands' End, NC Sportz or Graphics in Print.

A St. Paul polo shirt must be worn at all times. (I.e. under hoodies/fleeces/sweatshirts etc.)

Khaki Docker-style dress pants are permitted – No cargo pants.

Khaki Docker-style dress shorts may be worn from May 1st to September 30th – No cargo shorts.

Green or white cardigan or v-neck sweaters may be worn.

ONLY St. Paul issued hoodies/sweatshirts or fleeces may be worn.

No unauthorized outerwear, such as jackets and hats or any other head gear are to be worn in the building during school hours.

Only white, black, or grey athletic shoes (may have a mix of these three colors only) or brown or black dress shoes are to be worn. No colored laces or embellishments allowed. Boots are not allowed.

Boys must wear solid black or white socks. Socks must be worn at all times and must cover the ankle.

No extreme hair color.

Earrings are not permitted during school hours or school events.

Hair must be clean and neat. Also, hair must be above collar, above eyebrows and above the ear.

No facial hair is permitted

Shirts must be tucked in and belts worn at all times in grades 4-6.

GYM UNIFORMS:

Gym uniforms, which may be purchased through Land's End catalogue or NC Sportz must be worn on gym day. This consists of shorts, sweatpants, short/long sleeved t-shirt and tennis shoes.

Dress Code Violations:

The DRESS CODE WILL BE ENFORCED. Parents will be notified if students are out of dress code and may be asked to bring appropriate uniform dress to school.

Teachers and staff will make every effort to verbally warn students of violations prior to first written warning. After the first written warning, student will not be permitted to class until the violation is corrected.

Free-Dress Code Instructions:

No backless shoes, flip-flops, crocs.

No thin strapped shirts - must be at least 2" wide.

No open backed shirts. No belly shirts.

No obscenities of any kind.

No short shorts or short dresses/skirts.

If leggings are worn a shirt must hit at least 6" above the knee.

The teachers and staff will enforce the dress code policies.

Before & After Care Program:

The Before and After Care program is a program designed to help working parents. A teacher, staff member, or an authorized adult will supervise the program.

Students may be dropped off as early as 6:30am unless other arrangements are made with the morning care provider.

At dismissal, after care students are to report directly to the designated after care room.

Students must be picked up by 5:00pm unless arrangements are made with the after school care provider. Snacks will be provided.

Breakfast and Lunch Programs:

St. Paul School offers our students breakfast and lunch as part of our meal program. We participate in the National School Lunch and WV State Meal Programs. We use the "Offer vs Serve" method, which gives our students the flexibility to choose the options offered to complete their meal. We offer homemade meals using the freshest ingredients. We have implemented a fresh salad, vegetable, and fruit bar that serves as an additional component to their meal at no additional cost. We take pride in our meal program and provide our students, your children with healthy, balanced, and tasty meals.

If a parent wishes to bring in a lunch for their child's class for a classroom party or any other celebration, the parent must receive approval to do so by the Principal and the Hot Lunch Coordinator.

Our Meal Program is a PREPAID program. Meals are to be paid for in **advance**. Prices for meals are:

Breakfast which includes **1** milk is **\$1.75** Reduced price is **\$.30**

Lunch which includes **1** milk is **\$2.75** Reduced price is **\$.40**

Grab and Go which includes **1** milk is **\$1.75** Reduced price is **\$.30**

Milk or an extra milk is **\$.50**

Forms for our free and reduced program are available in the office for the upcoming school year. Families who qualify must complete the **confidential** form yearly to be eligible. If you receive other benefits through the state you may also qualify for this

program. The income guidelines are listed and have been adjusted to help more families. Please take advantage of this program

Students with known allergies or special dietary needs **MUST** fill out required paperwork which is available in the office.

Breakfast is served daily from **7:30-7:50**.

Grab and Go Breakfast is available until the end of homeroom.

Lunch service begins at **10:45**.

Breakfast/lunch menus are also posted on the website.

Cafeteria Procedures:

These procedures will be collaboratively developed as a part of our implementation of the Positive Behavior Support program. Basic cafeteria guidelines for students include the following:

- Sit in your seat appropriately. (Students should sit in teacher designated table. When students are not following the cafeteria expectations teachers may be asked to separate disruptive students or cafeteria monitors may separate students also.) Eat and talk quietly.
- Raise your hand for help or permission to leave your seat.
- Clean table area and floor around your seat before leaving.
- Always walk.
- Touch only your food.
- Follow directions the first time they are given.

Parent Teacher Organization (PTO):

Our Mission:

To teach and help instill the Catholic/Christian values that St. Paul School promotes so that our students become well educated and upstanding members of the community.

In doing so, we will encourage and promote school spirit and fellowship amongst the parents, students, faculty, and parish.

We recognize and support our teachers with the utmost respect and dignity.

We will implement programs and activities to help advance the children's education while creating lasting memories amongst the families and St. Paul School. If you would like to

volunteer with the PTO, you must first have Virtus training. Please contact the school regarding this. You can also start the process and go to Virtusonline.org, following the prompts as they go.

Student Service Hours:

In accordance with our Vision and Mission, we believe Service plays a large part in our students' education. Therefore, grades 5-6 must complete Service Hours in order to graduate from St. Paul School. The staff of SPS will oversee the Service Hours and all forms will be located in the office.

All hours that are completed will be considered a grade in Religion class, i.e., completing 5 out of 5 hours equals 100%.

Hours not completed get forwarded onto the next year.

Students in grades 5 and 6 must complete 5 service hours.

The school gives each student many opportunities to reach these goals during school/after school hours. We also encourage you to reach out to the community on your own.

Examples:

Community Bread Basket

Setting up/cleaning up for multiple school events

Setting up/cleaning up for multiple church events

Food Drives

Alter Servers/Lectionary/Greeters at church

Bible School helpers

Organize AR Library

School Based Health Program:

St. Paul School Based Health Program is funded through a grant from the Sisters of St. Joseph Health/Wellness Foundation and the Diocese of Wheeling Charleston. The School Based Health Program is staffed by a full-time registered nurse, part-time Prevention Educator and a fulltime counselor.

The School Based Health Program provides wellness education programs to the students of St. Paul School, such as yearly height, weight, BMI screenings, vision, hearing, and dental screenings. The School Based Health Program also provides educational programs for each grade level.

The counselor is available to students, families, and staff for counseling sessions. The counselor also provides monthly classroom presentations.

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, consent must be given and the Medication Administration Authorization form, which can be obtained from the school, is to be filled out and returned to the school nurse.

For Prescription Medications, written authorization from parent/guardian and licensed health care provider are required.

For Over the Counter Medications, written authorization from parent/guardian is required. Authorization from a licensed health care provider may be required for repeated usage or at the discretion of the school administrator.

****All medications, whether prescription or over the counter, must be sent directly to the school nurse and administered by the School Based Health Program. The medication is to be in the original container from the pharmacy or the original manufacturer's bottle and the following information should be attached to the bottle: the student's name, name of the medication, reason for the medication, dosage, time, frequency, method of administration and date that the medication expires.

The School Based Health Program should be made aware of any known allergies. All up to date immunization records will be kept in the School Based Health room. Any questions regarding this will be directed to the nurse.

The School Based Health Program is open during regular school hours and can be reached by contacting the school office.

School Bus Rules and Policies:

Students will walk to the school bus in a single line, led by the teacher on duty. Students must exercise self-control, use courteous language and be cooperative.

Students must also obey individual school bus rules and consequences.

Respect of School Administration/Property:

Students are to exhibit respect for school administration and property. Students will respect all faculty/staff members, one another, and all school visitors at all times. Students must also respect school property. Replacement costs will be paid by those who violate school property or lose instructional materials (i.e. books, workbooks, lockers, etc.).

Students may also lose privileges if school property is not treated with respect.

Disrespect will result in automatic punishment in accordance with the teachers and principal.

Homework Policy:

Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. It can stimulate creativity and critical thinking outside of the classroom. Completion of routine homework can motivate students to develop good work habits. Some research indicates that schools in which homework is routinely assigned and assessed tend to have higher achieving students. Therefore, it is the policy of Saint Paul School that meaningful and quality homework is required at all grade levels to reinforce and extend learning initiated in the classroom.

Teachers will coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.

All students are expected to complete homework assignments. Students who do not complete homework will be pulled from special classes/events in order to complete said homework. They could also be held after school in order to finish homework.

Late work will result in loss of points in accordance with the teacher.

Responsibility and education go hand in hand.

Missing Assignments:

The student, along with the parent, has the responsibility to request missed class work from each teacher upon his/her return from absence, in addition to rescheduling tests that were missed.

Students will receive a zero for the assignment if the student does not complete it. The teacher will make three attempts, with one being a phone call to the parent. Students must be made responsible for their actions or lack thereof.

This must occur on the first day back to school. Arrangements can be made before or after school, or during the teacher's planning period.

Grades K-4 assignments can be requested on the morning that the parent calls in an ill child, but must be picked up at the end of that school day. No earlier than 3:00. Grades 5 and 6 may check their Google classroom to find any missing assignments and are responsible for retrieving their missed work the next returning school day.

Deadline for make-up work is as follows: for every 1 day the student is absent, he/she has 1 day to make up/turn in the work. For example, if a student is absent on Wednesday, he/she must make arrangements with his/her teacher for missed work on Thursday, and completed missed assignments must be turned in on Friday. Furthermore 3 days absent = 3 days make up time, etc.

If parents choose to take their child (ren) out of school on vacation during regular scheduled school time, teachers do not have to prepare assignments ahead of time.

Summer school may be needed if a student fails any subject for the year. Arrangements will be made by the Principal. Families will incur a fee for summer school.

Students can be removed from special classes/events or held after school in order to complete missing work.

Plagiarism/cheating will not be tolerated. A student caught plagiarizing/cheating will receive a zero on the assignment/test and may be required to redo the assignment.

Accelerated Reader:

Reading is the foundation of our education and our society, and here at St. Paul School we take reading very seriously. Students in grades 1-6 are required to participate in Accelerated Reader. Each nine weeks, students will be assessed and given a goal (points based on their abilities) that they are expected to reach. Teachers, students, and parents should work hand in hand to help their student/child other achieve this goal.

Students in Grades 5-6 will receive a single grade in reading that represents the percentage of their goal they achieved. For example, if a student accomplishes 80% of their goal – they will receive a single grade of 80% under Reading.

Grading Scale

93-100 = A

92-85 = B

84-77 = C

76-69 = D

68 and below = F

Students who receive all A's will be recognized with Principal's Honors. Students with all A's and B's on their report card are also recognized on the Honor Roll. At the end of each nine weeks, all Honor Roll students are invited to attend the Honor Roll Breakfast in appreciation for their outstanding work.

Students who meet their goal by the end of the nine weeks will be rewarded with an AR party sponsored by the school and teachers.

Academic Eligibility for Extracurricular Activities:

To be eligible to participate in school extracurricular activities, a student must possess a grade no lower than a D during a grading period.

Grades will be reviewed at progress report time. If upon the release of the report the minimum standards have not been met, the student will be suspended from play for 10 days (but can practice). The Principal or athletic director will notify parents, coaches, and the student of ineligibility.

On the 10th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the problem was corrected. If grades are not up to standard, the student will continue play suspension, and the right to practice will also be suspended.

After reviewing the 10 day period in which play and practice had been suspended, grades will then be reviewed for the third and final time. If minimum standards have been met, the student will be eligible to play.

If the minimum standards have not been met, the student will be removed from the team until the student receives a report card reflecting minimum standards being met. If the student is ineligible at the end of the school year, the student will be allowed to participate the next school year, but will be closely monitored.

Students may be disqualified from participation in extracurricular activities due to behavioral reasons and/or excessive absences.

Conferences:

A conference is a non-confrontational meeting to discuss the best interest of the student.

In the event that a parent should need to discuss the progress of their student, they should contact the teacher by e-mail or call the school office to set up an appointment.

We ask that all parents follow the steps below in order to reach a solution.

- If a problem arises with a student, you should first contact the teacher involved. The principal will not be included in the first conference.
- If a reasonable solution still cannot be reached then you should contact the Principal.
- If you still feel dissatisfied, the Pastor may be contacted.

Please remember that our one and only priority is the education and safety of your child (ren) and we will do everything in our power to achieve that priority.

Field Trips:

Field trips are a privilege, not a requirement. Teachers, along with the help of school administration plan field trips. Before a student can be allowed to participate, parents/guardians must give written permission by filling out/signing a permission slip. Permission slips must be returned on time.

Students can be held from field trips due to academic, attendance, and/or behavioral issues.

All students must follow school dress code and must adhere to all behavior policies as stated in the handbook.

All chaperones must complete a background check and Virtus training.

Classroom Parties/Invitations:

Each grade holds classroom parties for Halloween, Christmas, Valentine's Day, and other holidays. Teachers will have sign-up sheets for parents to volunteer their help in planning these parties. Pre-school thru 4th grade have regular parties that include games and treats. These parties typically last about an hour. Grades 5 and 6 usually celebrate with snacks. Any other snacks being sent in must be coordinated with the classroom/homeroom teacher.

Invitations to parties are not permitted to be delivered on school grounds, unless all classmates are invited. Otherwise, invitations must be mailed.

Expected Behavior/Discipline Procedure:

While St. Paul School neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out of school behavior reflects their personal integrity. Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities. An all-inclusive listing of various expectations is impossible to outline on these pages. However, activity such as harassing or bullying another student either in person or via the internet, cell phone, or other electronic devices is unacceptable and deserves special mention. The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff, or administrators, violates the behavior expected of a St. Paul School student.

In classrooms, students are expected to follow the rules set up by their teacher. Students are to show respect to teachers, classmates, and school property.

- Gum is not permitted in school. Candy or other snacks are not to be eaten during class without permission from the teacher.
- Desks and lockers must be kept in an orderly fashion. Desks and lockers are property of the school and the principal has the discretion to search the desks or lockers at any time.
- No loitering in the halls or classrooms before or after school hours.
- Obscene language is strictly forbidden and will result in automatic punishment.
- No fighting.
- No tobacco/alcohol/narcotics/illegal drug use.
- No gambling.
- No sexual or unlawful harassment. This includes sexting.
- No deadly weapons.
- No threats of violent acts on or off campus.
- No bullying.

Below is the State of West Virginia's definition of "bullying".
§18-2C-2. Definitions.

- (a) As used in this article, "harassment, intimidation or bullying" means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:
- (1) A reasonable person under the circumstances should know will have the effect of any one or more of the following:
 - (A) Physically harming a student;
 - (B) Damaging a student's property;
 - (C) Placing a student in reasonable fear of harm to his or her person; or
 - (D) Placing a student in reasonable fear of damage to his or her property;
 - (2) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a student; or
 - (3) Disrupts or interferes with the orderly operation of the school.
- (b) As used in this article, an electronic act, communication, transmission or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager or any electronic or wireless device whatsoever, and includes but is not limited to transmission of any image or voice, email or text message using any such device.

If these expectations are not maintained, discipline may result as follows:

Any unwanted behavior will result in an email or phone call to the parent.

- Consultation with the Principal
- Written assignment
- Loss of special privileges (including sports)
- Work duty within the school (i.e. trash removal, cleaning, sweeping, mopping, etc.)
- Afterschool detention
- In school-suspension
- Suspension
- Expulsion

This is not a sequential list. The decision can be made using any of the above mentioned punishments.

Consequences will be decided in cooperation with the teacher and principal.

Electronic Devices/Toys:

Electronic equipment may not be brought to school for any reason.

Toys may not be brought to school for any reason, unless for a special circumstance like show and tell. Please make sure their name is marked on each item brought to school. Toys are not to be brought to the cafeteria during the morning, lunch or recess.

Certain E-Readers will be permitted, but must be approved by the Principal. All readers must be affixed with an administrator password that is controlled by the parent.

Students found abusing the electronic policy will lose the right to bring and use said device.

The Principal holds the right to confiscate any electronic device or toy.

Student Use of Telephone/Cell Phones:

Cell phones/Smart watches are not permitted in the school and will be confiscated and returned to the parents only. Students using a cell phone/Smart watch in school will be subject to disciplinary action. This includes using a cell phone as a camera. While in school the phone must be given to the homeroom teacher for safekeeping or kept turned off and in the student's locker. At no time during the day should a cell phone/Smart watch be in a student's possession outside of a book bag. Items taken away from students on a first occurrence will be returned to the student at the end of the day. On the second occurrence the parent must pick up the phone at the end of the day. On the third occurrence the student and parent will be with the Principal and Pastor

Students Records

St. Paul School adheres to the Buckley Amendment (Family Educational Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or faxed to the requesting school. **No records will be given to parents to transport to the new school.** **Students requesting records/transcripts/recommendations must make a five school-day request to the School Office.** All forms should be submitted to the St. Paul School Office for distribution. No records will be sent to transferring schools of students whose financial commitment is in arrears.

The staff of St. Paul School requests your FULL cooperation with our policy.

Right to Amend

St. Paul School reserves the right at any time, in consultation with the Parish Pastor and the CSAC, to amend this handbook and any policies and procedures to further the mission of the school. If you would like to recommend any changes, please submit your recommendations in writing (or email attachment) to the administration.

Abuse/Neglect of a student

If any person (teacher, staff member, coach, tutor or activity coordinator) who has reasonable cause to suspect that a child is being neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect will report to the proper authorities their observations.

St. Paul School follows the policies set forth by the Diocese of Wheeling Charleston.

By the act of registering at St. Paul School, a student and his/her parents or guardians understand and agree to follow the educational objectives and practices as stated in this handbook and to observe the discipline code of the school.

St. Paul School Vision

St. Paul Parish has established St. Paul School as a natural extension of the children of our parish and community. Excellence in education is Christ-centered in *values, curriculum, and environment*. Our faculty, students, and administration challenge and support each other to excel academically, spiritually, emotionally, and socially for the benefit of each other and the community, now and in the future.