ABOUT THIS HANDBOOK
The purpose of this handbook is to provide students and parents with information about policies and procedures in effect at Bishop John King Mussio Central Elementary School. The provisions of the Diocesan Policy Manual are expressly incorporated through this reference. This handbook is not meant to be the exclusive document governing all policies and procedures at the school and may be amended, changed or modified. In addition, the specific application of these policies is subject to the discretion of the school principal, pastoral administrator and diocesan Director of Schools.

The principal may amend the Parent-Student Handbook as needed and such amendments shall become effective upon written notification to parents of any such amendments.

The Diocesan Handbook for Schools (Effective December 18, 2002) supersedes the local Faculty and the local Parent-Student Handbook. In the event of conflicts between these documents, The Office of Education and Diocesan Attorney shall make final determination for any resolution of the conflict(s). Such resolution shall become effective upon written notification to the parties involved.

The Diocesan Handbook for Schools is available for review by any parent in the school office.

MISSION STATEMENT
Rooted in faith and guided by the traditions and doctrines of the Catholic Church, Bishop John King Mussio Central Elementary strives to provide an inclusive, Christ-centered environment where all students are respected and nurtured spiritually, intellectually, physically and socially.

We believe…
* That all students can learn in an environment that allows them to achieve their full potential.
* In encouraging students to develop faith, respect, moral judgment and a commitment to gospel values.
* That the school should foster a sense of vocation to reflect the gospel command to love one another as Jesus loves us.
* That our school community should be a partnering of efforts among students, parents, teachers, staff, administrators and pastors.
* That we should prepare students spiritually and academically to become productive citizens ready for the challenges facing Catholics in the 21st century.

SCHOOL OVERVIEW
The parochial school system of Steubenville has a long history of providing a solid education for its students. Graduates of our Diocesan Catholic Schools serve as community leaders in the fields of medicine, law, education and business throughout the Ohio Valley and have given back to their community in numerous and substantial ways. In order to continue offering this quality of education despite changing demographics, a reorganization of the existing school occurred.

The city of Steubenville consolidated three Preschool through 8th grade elementary schools: All Saints Central, Aquinas Central, and Holy Rosary Central. By a directive of the Bishop of the Diocese of Steubenville, a task force was formed in June of 2005 to develop a plan for restructuring the schools to meet the needs of our students. The conclusion of this task force resulted in a plan to consolidate schools beginning in August 2008. The three elementary schools were closed at the conclusion of the 2007-2008 school year. Initially, a new Preschool through 6th grade, Bishop John King Mussio Central Elementary School opened on two campuses in the previous Aquinas Central and Holy Rosary Central buildings. Bishop John King Mussio Central Junior High School opened as a school within a school on the campus of Catholic Central High School to serve seventh and eighth graders.

Bishop John King Mussio Central Elementary School operates as a central Preschool - through sixth grade educational institution under the auspices of the Diocese of Steubenville. The school has a Local Educational Advisory Committee (LEAC), which advises the principal and pastoral administrator. The consultative governance model developed by the National Catholic Educational Association is utilized. The LEAC
committee is comprised of one representative from each supporting parish. A more complete description of
the organizational structure of diocesan schools is found in Chapter One of the Diocesan Policy Manual.

Bishop Mussio Central Elementary serves Blessed Sacrament, Holy Family, Our Lady of Lourdes, St. Agnes,
St. Francis, St. Joseph, St. John Fisher, Holy Family, St. Peter, and Triumph of the Cross parishes. Students
from other parishes and non-Catholic students are also enrolled.

Students at Bishop John King Mussio Central Elementary School receive daily instruction in religion and
participate in school Masses, Benediction, Stations of the Cross, Rosary recitation and other Catholic prayers
and devotional activities. The school offers a disciplined environment based upon the principles of charity,
respect and caring for one another. Spiritual development is a core purpose of Catholic education and is
integrated throughout the curriculum and activities of the school. Though Bishop John King Mussio Central
Elementary School is foremost a Catholic institution, families of all faiths and traditions who share our core
values are wholeheartedly welcome into the school community.

ADMISSIONS

New and Transfer Students
Transfer students will be admitted to Bishop John King Mussio Elementary School by having met
requirements for that grade level and passing any screening tests designated by the school. Evidence of
academic capacity will include standardized test results or other data that documents that the student is at or
above grade level in Reading, Language and Math skill development.

Parents/guardians of the transferring students must provide written permission to obtain official records from
the previous school, including academic records, standardized test scores, psychological and discipline
records. The school reserves the right to re-assign the student to the grade best suited to the student
educationally and socially.

Registration dates, times and procedures are announced in the early spring through the church bulletin of the
parishes served. Records and forms required for registration include:

- Health Immunization Records
- Birth Certificate
- Baptismal Record
- Social Security Card

Home Bound Instruction
Bishop John King Mussio Central Elementary does not offer supervisory assistance for prolonged absences
for medical reasons. Students on homebound instruction come under the supervision and regulation of their
local public school district and parents considering this must contact the administration of Bishop John King
Mussio Elementary. Official written notification from the public school district must be received by the school
stating that the student has been enrolled in a regulated program.

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

The student enrollment policy for the Bishop John King Mussio Pre-School Program does not unlawfully
discriminate on the basis of race, ethnicity, natural origin, religion, gender, disability, age or ancestry.
TUITION AND FEES

Financial Obligation
The parent(s)/guardian(s) agree to pay the tuition and all fees for the grade in which the student is to be enrolled.

The fact that the School allows tuition and fees to be paid in one or more installments does not create a fractional or divisible contract or in any way relieve the parent(s)/guardian(s) of the responsibility for the entire year's tuition and fees or the pro rata portion thereof in the case of late entrance. The parent(s)/guardian(s) further agree that the total amount due and payable to the School shall be considered as agreed upon liquidated damages between the parties to this agreement.

The parent(s)/guardian(s) agree that if payment of tuition is not made in accordance with the agreement, the School shall have the right to refuse to admit the student to class and to terminate the agreement. The parent(s)/guardian(s) also agree that the School shall have the right to withhold the transcript of the student's academic record until all tuition and fees have been paid.

Delinquent Tuition
The primary source of operating income for Bishop John King Mussio Elementary is tuition. Failure to pay outstanding tuition or to pay it in a non-regular manner causes substantial financial problems for the school. For this reason and as a matter of fairness and justice to all members of the school community, the following delinquent tuition policy has been adopted and will be applied without exception.

1. In July preceding the school year, a tuition statement will be sent to each family for the upcoming school year. The statement will set forth the names of each student registered and the total tuition and fees due for such students. The business office will set forth the payment options to the family. The students' parent or guardian shall verify the student information on the statement and choose a payment option.
2. The school will send a payment schedule to each family, setting forth the amount and due date of each payment.
3. Fees and tuition shall be paid pursuant to the deadlines set forth on the payment schedule.
4. The school may dismiss any student who is more than 90 days delinquent in payment of tuition and fees.
5. At the beginning of a school year, no student will be readmitted to the school if outstanding tuition or fees from the previous year are not paid.
6. If the school is required to institute collection efforts in order to recover unpaid tuition and/or fees, the delinquent family shall be responsible for all costs of collection, including without limitation collection agency costs, court costs and reasonable attorney fees.
7. No permanent records will be transferred if a student’s family is delinquent in paying tuition and/or fees.
8. Families experiencing unusual financial difficulties which temporarily inhibit the regular payment of tuition and fees must contact the school principal or their pastor to make arrangements whereby tuition and fees will be paid in full by the conclusion of the academic year.

Financial Aid
The school and individual parishes have limited financial aid available to assist parents who are members of contributing parishes in meeting tuition obligations. Applications for such assistance are available at the school office and will require the parents (or guardians) to submit financial and tax records to support the application. Applications process begins in the spring of each school year. In evaluating applications for financial assistance, the school may use outside consultants with a background in the administration of financial aid to assist in making awards. Confidentiality will be respected. Scholarships may be available through Ed Choice Expansion Program, Jon Peterson, and the Diocesan Immaculate Heart Fund.

WITHDRAWAL POLICY
When a student withdrawals they are given an entrance and exit form to complete. Permanent records including all grades, health records, and school attendance records are to be released once the tuition account is settled.
ACADEMICS

Grading
The grade scale used at Bishop Mussio Central Elementary School is mandated by the diocese and presupposes that setting high standards to receive academic recognition encourage students to excel.

The Diocesan Grade Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>85-92%</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>75-84%</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>66-74%</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>65% or less</td>
<td>Failure</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Grades on kindergarten report cards are reflective of the student’s readiness in academic, social, and work skill areas and do not follow the standard scale.

The following grading scale is used for kindergarten classes:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory Average</td>
</tr>
<tr>
<td>I</td>
<td>Improving</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>T</td>
<td>Needs More Time to Develop/Not Evaluated</td>
</tr>
</tbody>
</table>

Homework
The purpose of homework is three-fold: to continue practice in an area taught, to further understanding and to help students learn to study. Extracurricular activities are not an acceptable reason for not completing homework.

The following guidelines will be used when assigning homework:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>K – 3rd</td>
<td>0 – 30 minutes</td>
</tr>
<tr>
<td>4th-6th</td>
<td>40 – 60 minutes, excluding projects</td>
</tr>
</tbody>
</table>

When a student is absent, PARENTS MUST CALL the office by 9:00 A.M., and at the same time request homework assignments. Homework may be given to an older brother or sister, or parents may obtain the work from the office between 2:30 and 3:00 p.m. The student who has been absent for excused reasons will have the number of days equal to the time they were absent. If work is not completed on time, the student will not receive full credit for the work. Work that is not completed at all will receive no credit.

Reports
All students will receive an interim progress report halfway through each quarter to convey to parents their child’s progress. Report cards will be sent home following the close of each quarter. Parents should review the report carefully, sign it, and return it to school. The teacher may indicate that a conference is necessary at this point.
Parents of students with an IEP will receive updates regarding their student’s progress with interims, report cards, and as determined by scholarship program progress reporting deadlines. Parents will also be contacted as needed by phone or email if a concern regarding the student’s progress arises.

**Conferences & Communication**

Parent/Teacher Conferences are scheduled for parents/guardians of students at the end of the first quarter of the school year. At this conference, parents may meet with their child’s teacher to discuss the student’s progress and to address concerns.

A second Parent/Teacher Conference night is scheduled during the third quarter.

Parents/guardians are welcome to meet with teachers at other times during the school year. Appointments can be made by sending an email directly to the teacher or by calling the school office and leaving a message for the teacher.

Below is the proper protocol to address any problems that may arise during the school year:

1. Discuss the problem directly with the teacher or coach involved.
2. If the matter has not been resolved, confer with the principal.

**Honor Roll**

To recognize excellence, an honor roll list is constructed for students in grades 4-6. This list contains the following designations:

- **Principal’s Honor Roll:** Straight A’s, no U’s, and an A in conduct.
- **Faculty Honor Roll:** A’s & B’s, A or B in conduct, no U’s, no C’s.

Subjects included in the honor roll are: Religion, Math, Social Studies, Reading, Science, Spelling, Art, Gym, English, Music and Conduct. Primary grades (K-3) are not included in the honor roll.

**Retention and Promotion**

Bishop John King Mussio Central Elementary School’s promotion and retention policy reflects and coincides with the statements in the Diocesan Handbook for Schools.

**Field Trips**

Because field trips serve the instructional program by utilizing educational resources that cannot be brought into the classroom, they are not optional activities. Any student not participating in a field trip is required to report to school and complete appropriate academic assignments.

The following regulations will apply to field trip opportunities:

1. Parents will be asked to sign permission slips granting permission for their child to join the class on the educational tour. A student not participating in a field trip is required to report to school and complete academic assignments.
2. Chaperones are **not permitted** to bring student siblings or friends on a field trip.
3. Students can be denied participation if they fail to meet academic and/or behavioral requirements
4. A driver information sheet must be provided for anyone providing transportation.
5. All passengers must wear seatbelts.
Religious Instruction and Sacraments
All students admitted to Bishop John King Mussio Central School are required to take the full curriculum, and to attend all religious functions, which occur within the regular school day.

Sacramental preparation programs follow the guidelines of our Diocese, which is to provide assistance to the parishes in order to maintain strong parish membership. Bishop John King Mussio Central Elementary School will provide instructional preparation for Reconciliation and First Eucharist. Confirmation instruction is provided by the parishes. Parents are to contact their parish for additional requirements of the sacraments.

Providing for Individual Differences

Students are assigned to grade level classrooms of mixed skill and ability grouping. Students are encouraged in this environment to interact with a wide level of achievement levels and are challenged to reach or exceed their ability levels.

Bishop Mussio Schools strive to help bring out the gifts of each student. The school works to provide accommodations and programs to better serve our students with special needs according to resources available to the school.

In order to accommodate a student who has been evaluated for special learning needs, parents/guardians are required to share educational/psychological testing with the school and the student's Individualized Education Plan if applicable. If a student has been identified with a disability or if parents suspect a disability, it is the parent/guardian’s duty to follow up with the public school district to determine if an Individualized Education Program is appropriate. Failure to disclose known special education needs can be cause to void the application for registration. Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio.

Bishop Mussio Schools are a Jon Peterson Special Needs Scholarship approved provider. Bishop Mussio Elementary School is also an Autism Scholarship approved provider. Applications for these programs can be obtained from the Ohio Department of Education website or the school office.

The Bishop Mussio H.O.P.E. Program

The Bishop Mussio Honoring Other People’s Exceptionalities (H.O.P.E) Program works to provide students with special needs a loving and inclusive education within a Catholic School System. Students are embraced as a part of the school community and included within the general education classroom to the greatest extent possible as determined by the school education team and the child’s family. In order to provide the best educational experience for our students, we believe that a student’s education should be based on the student’s gifts and strengths.

Students are placed in the least restrictive placement possible, while making sure the child is receiving the proper level of support to insure success. Some students may spend the entire day in the general education classroom, while others may spend a significant part of their day in the resource room. Meeting a child’s individual needs is of the utmost importance in determining an educational plan. Intervention specialists work along with the student’s general education teacher in meeting the academic, emotional, and social needs of the student.

Services provided through the H.O.P.E. program are provided in both the general education classroom setting and the school resource room. Services provided include: intervention services; speech therapy; occupational therapy; school psychological services; and aide services. Bishop Mussio attempts to follow the student’s IEP to the greatest extent possible. If a service is not available, we will make an attempt to find a provider for that service. We currently service students on the Autism Spectrum from Preschool through Sixth grade, and students with other disabilities in Kindergarten through Sixth grade.
Parent input is asked for throughout the year at regular meetings with the student’s intervention team (at least twice per year) regarding the services seen and the student’s progress. Parents are also asked to complete a satisfaction survey every April regarding their thoughts on the program.

**Standardized Testing**
Students are required to take part in the testing program of the Diocese that includes standardized and competency-based education. Standardized tests are not reflected in the student’s grade averages, but are placed in the permanent record.

**Attendance**
Bishop John King Mussio Central Elementary School exists to educate its students as fully as possible. We believe in, and are committed to fostering consistent, punctual attendance as a most important factor in successful education. Regular attendance provides a foundation for academic achievement and aids a student in developing a sense of responsibility and discipline.

Students enrolled in Diocesan Schools are expected to maintain a **ninety-five percent (95%) attendance rate** based upon the 178 days of instruction required by the Ohio Revised Code. It is the responsibility of the parent(s)/guardian(s) to support the school’s efforts to maintain this standard through notification, counseling and where necessary, referral to appropriate legal sources. Principal or designee shall notify parent(s)/guardian(s) about concern regarding the student’s attendance when **five (5) days of unexcused absence** have been recorded. Parental/Guardian failure to comply with the program of compulsory attendance may result in the withdrawal of the student from the school. The principal shall be the final arbiter of what constitutes a satisfactory record of attendance.

**Late Arrival**
Any students arriving after the 8:05 a.m. will be considered tardy and must report to the office for a tardy slip before entering the classroom. A student tardy for school **five times in a quarter** may be asked to attend a conference with his or her parent and the principal. Students will be required to make up all missed work due to the tardiness at the teacher’s convenience.

**Absence**
Under diocesan policy and state law, **excused absences include the following: personal illness, necessary medical appointments, a death in the family or certain family emergencies. Absences for reasons other than these are unexcused.**

The Ohio Missing Children’s Act **MANDATES** that schools inform parents when a student has not reported for school. If a student will be absent from school, the parent **must** call the school between 7:45 a.m. and 9:00 a.m. to report the absence. If the parent has not called to report an absence by 8:30 a.m., the school will call the home of the student. If a parent cannot be reached, persons listed on the emergency card will be contacted. If the absence will be a known one, a note should be sent to the office the day before.

You may request homework for your child when you report absenteeism or before 10:00 A.M. Homework can be sent home with an older brother or sister. It can also be picked up at the school office after 2:30. For longer absences, parent and teacher need to discuss how homework can be best completed. Homework is also available on Renweb or the teacher’s webpage at www.bishopmussio.org.

A student with more than **five unexcused absences in** one grading period may be reported to the Diocesan Director of Schools. A student absent for **ten or more days** (excused or unexcused) in one quarter may be asked to attend a conference with his or her parent, teacher and the principal. The student may receive failing grades in subject areas.

A student absent for **30 or more days** in an academic year may be retained. Exceptions are those absences resulting from chronic or extended illness about which a physician’s excuse must be provided.
Students must make up all work or tests missed during excused or unexcused absences when they return to school. Upon returning to school, a student must meet with appropriate teachers to discuss all missed assignments.
A student who has been absent due to illness has as many days to make up missed work as days absent, e.g. two days' absence, work should be completed two days after returning to school. If work is not completed on time, the student may receive no credit for the work. An extension to this time frame may be granted at the discretion of faculty members for extenuating circumstances.

The school will not consider absence for family vacations or other discretionary trips or events as excused absences. Students must make up all work or tests missed during that time. No advanced assignments may be requested. Students may follow RenWeb to keep up with work during their absence.

All students upon returning to school after an absence must provide a written excuse that includes:
- the date(s) of absence,
- the reason for the absence, and
- a parent/guardian’s signature.

**Early Dismissal**
If a student needs to be dismissed prior to the end of the school day, the parent must sign the child out in the office.

If a student becomes ill during the school day, he/she will be sent to the school nurse or to the office. If the nurse or office determines that the child should leave the school, the parent will be called and asked to take the child home. If the parent cannot be reached, those persons listed on the student's emergency information card will be contacted.

No student may leave the school grounds at any time during the school day unless the proper permission note has been provided by the parent and approved by the principal.

A student may not leave the school grounds with someone other than his or her parent unless the parent has provided a written note from his or her parent stating such reason.

If a child is being picked up by someone other than whom normally picks them up, or is going somewhere other than where they normally go after school, a note must be provided to the school indicating parental permission. The non-parent picking up the child must sign a "pick up form" in the office.

**Custody of Enrolled Student**
Questions concerning the legally designated Custodian(s) for enrolled students will be referred to the Diocesan Attorney whose determination shall be final.

**Daily Schedule**

<table>
<thead>
<tr>
<th>Homeroom/Prayer</th>
<th>8:00-8:20am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy Bell</td>
<td>8:05</td>
</tr>
<tr>
<td>1st Period</td>
<td>8:20 - 9:00</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:02 - 9:42</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:44 - 10:24</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:26 - 11:06</td>
</tr>
</tbody>
</table>
Lunch and Recess
During lunchtime no student is permitted in the building without permission from a teacher or administrator. No students may be in classrooms unsupervised for any reason. Students have a daily lunch/recess period. This recess is normally scheduled outside. Students should wear or bring appropriate clothing.

1st Lunch & Recess – (K-2nd grades)
11:00 - 11:20 & 11:20 – 11:40

2nd Lunch & Recess (3rd & 4th grades)
11:25 - 11:45 & 11:45 – 12:05

3rd Lunch & Recess (5th & 6th grades)
11:50 - 12:10 & 12:10 – 12:30

BIRTHDAY TREATS
The following procedure should be followed when sending homeroom birthday treats for a student.

- Send a note to homeroom teacher indicating the date in which a treat will be sent to school. Please allow a minimum of 1 day’s prior notice.
- Send only enough treats for the child’s homeroom and teacher.
- Do not send any treat that requires cutting by the teacher.
- Suggested treats: cookies or krispie treats
- No drinks, please!
- Please send napkins with the treats if needed.

School Cancellations and Delays
Please do not call the school or teachers for information regarding cancellations and delays. Bishop Mussio Central Elementary School uses the following media when weather conditions prohibit the opening of school or having regular classes and for delays.

1) TV: WTOV CHANNEL 9 and WTRF CHANNEL 7
2) WEB: wtov9.com
3) Notification via phone call to parents

If Catholic Central High School delays or cancels school, it DOES NOT mean that Bishop Mussio Elementary will do the same. Please check for notification.

In the event of a two-hour delay, classes for K-6 will begin at 10:00 a.m. Students should not arrive before 9:30 a.m. Lunch periods will remain the same times. The close of the school day remains at 2:45 p.m. There will be NO MORNING Preschool classes when the start of school is delayed.

STUDENT RECORDS
Family Educational Rights and Privacy Act of 1974 (FERPA)
The Parent(s) and the legally designated Guardian(s) who have contracted for the education of an enrolled student will be permitted to review that student's educational record. Parent(s) and Guardian(s) who have not contracted for the education of an enrolled student will not be permitted to review that student's educational record. The final determination in all cases involving parental/guardian rights and privileges with respect to reviewing a student's educational record rests with the Diocesan Attorney.

Directory Information
The following information is defined by the Office of Education for the Diocese of Steubenville as "Directory Information": name, address, telephone listing, date and place of pupil's birth, major field of study, participation in officially-recognized activities and sports, weight and height (if member of an athletic team), dates of attendance, date of graduation, any awards received, most recently-attended school or institution. The parent(s) and legally designated Guardian(s) have the right to inform the principal in writing that they do not want "Directory Information" released to non-school organizations or individuals.

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing by September 15.

CONFIDENTIALITY
An educator is entrusted with information that could be misused to embarrass or damage a student's reputation or relationship with others. Therefore, the educator has the responsibility to keep information about students confidential unless disclosure serves professional purposes, affects the health, safety, and welfare of students and others, is required by law, or parental permission has been given. An educator maintains the security of confidential information such as academic and disciplinary records, personal confidences, photographs, health and medical information, family status and/or income.

CODE OF STUDENT CONDUCT
Parents, the first teachers, bear the responsibility for teaching positive, acceptable behavior to their children. By establishing expectations and enforcing them in a loving, fair and consistent manner, parents help their children gain the self-control and achieve the self-direction needed for adulthood. In school, teachers reinforce the positive behaviors taught at home. By establishing classroom rules and enforcing them, along with the school code of conduct, teachers also prepare students for adulthood, encouraging them to become developing members of society.

Conduct Grade
Student in grades four through sixth begin each nine-week period with 100 points. For each infraction, the student receives a specified number of demerits. The conduct grade on the report card equals 100 minus the number of demerits the student has received during the grading period converted into the Diocesan letter grade scale.

Demerit System
Demerits are assigned on the basis of the seriousness of a violation of school rules and whether the behavior is of a habitual pattern (i.e. repeated infractions of a particular rule or rules will result in an increased number of demerits being given the student). The faculty and staff members, in consultation with the principal if necessary, will determine the appropriate number of demerits to give in each particular situation, taking into account the circumstances surrounding the violation of school rules. The school principal will be the final authority regarding the number of demerits to be assigned in cases of student misbehavior.

As a guide to students and parents regarding what types of behavior constitute student misbehavior and the relative seriousness of these possible infractions, the following list and scale is offered. This list is not meant to be comprehensive nor the number of demerits listed to be viewed as a cap. The school, and in particular the school principal, reserves the authority to promulgate school rules, define student misbehavior and determine appropriate punishment and sanctions for violations of school rules.

Class One Violations: (1-5 demerits usually given):
- Chewing gum, littering, general disorderliness
- Disruptive Behavior, i.e. talking during class, answering out, out of seat without permission, lunchroom or recess behaviors, etc.
- Being in an unassigned area without permission
- Uniform policy violations, including hair length for boys

**Class Two Violations: (5-10 demerits usually given):**
- Copying homework, submitting another's work as one's own (0 grade credit as well as demerits)
- Disrespect to another student
- Disrespect to a teacher or staff member
- Using obscene language or gestures
- Cheating (0 grade credit as well as demerits)
- Inappropriate behavior in church or during prayer
- Possession of a cell phone during school hours

**Class Three Violations: (10 — 20 demerits usually given and suspension and/or expulsion considered):**
- Assault in any form, i.e. fighting, hazing, harassment
- Threatening physical harm or causing psychological harm
- Theft
- Forgery
- Destruction of property, vandalism
- Endangering the safety of others
- Bringing to school drugs, alcohol, tobacco, firearms or other weapons, or any dangerous object or substance.

**Anti-Harassment Policy**
It is the policy of the Office of Education of the Diocese of Steubenville that any harassment of students by students shall not be tolerated. Students shall not be permitted to engage in physical or verbal harassment based upon race, color, creed, ethnic origin, gender, and physical or mental limitations of other students. The principal and teachers shall enforce this policy as an integral part of their employment responsibilities.

**Peer Sexual Harassment**
Peer sexual harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex, which interferes with the ability of a student or students to receive an education.

Students enrolled at all Diocesan Schools shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. Students are strongly encouraged to report peer sexual harassment immediately to teachers who shall report it immediately to the principal. The student may also report peer sexual harassment directly to the principal. The principal shall take prompt and fair action to investigate any report and to stop the peer sexual harassment.

**Peer Harassment in general**
Peer harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer harassment is any unwelcome physical or verbal conduct directed at a person that interferes with the ability of a student or students to receive an education.

Students enrolled at all Diocesan Schools shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Students are strongly encouraged to report peer harassment immediately to teachers who shall report it immediately to the principal. The student may also report peer harassment directly to the principal. The principal shall take prompt and fair action to investigate any report and to stop the peer harassment.
**Additional Disciplinary Measures**

Other forms of punishment for misbehavior such as loss of recess, written punishment assignments, "time out," or detention can be assigned in addition to or as an alternative to giving demerits at the discretion of the faculty member and/or principal. The goal of these punishments is to reinforce the need for the student to modify his/her behavior and help her/him learn from mistakes. For example, writing a letter of apology to a student who has been harmed by another student, writing a composition on a particular related topic, and the like, can help a student to see the consequences of the misbehavior giving rise to the demerits and/or punishment. Since students under Grade Four do not receive demerits, these alternate forms of punishment and detentions (lunch or after school) are used also with younger students who violate school or classroom rules and behavior expectations.

When student misconduct is or could be a violation of civil law, the school reserves the authority to refer the matter concurrently to the police or other appropriate civil authorities and to levy penalties in addition to and separate from those given by another authority. The student is subject to the authority of school officials and to expectations of appropriate behavior at all times on school property, during field trips, at school sponsored or endorsed functions, and as the student travels to and from school, including when being transported by a public school district.

**Detention**

Students who accumulate ten demerits or whose misbehavior is judged as serious or habitual shall receive a detention assigned by the principal. Detentions will be assigned during the recess period for students in K-3, and after school for students in grades 4-6. After school detention is held from 2:45 to 3:45 p.m. A notification regarding the requirement to serve any detention will be sent home to inform parents of this action.

**Suspensions and Expulsion**

The following procedures for suspension and expulsion apply in all schools in the Diocese of Steubenville. The intent is to keep communications clear between the Office of Education and Bishop John King Mussio Central Elementary and to remove any appeal beyond the concurrence of the superintendent and principal in cases related to expulsion. Decisions related to suspension are to be kept within the authority of Bishop Mussio Central Elementary School.

A student suspension shall be given at the discretion of the principal for serious misbehavior or a repeated pattern of misbehavior that resulted in the accumulation of multiple detentions. The procedures in giving a suspension are the following:

**Suspension Procedures (out-of-school suspensions)**

The Principal will:

- Provide a hearing for the student to review reason(s) for the suspension.
- Determine the number of days of suspension to a maximum of ten (10).
- Inform the Pastoral Administrator of the decision to suspend the student.
- Notify the parents/guardians by certified mail of the reason(s) for the suspension and the number of day and dates involved; the student is responsible for making up class work missed during period of suspension.
- There is no appeal of the principal’s decision to suspend a student.

Suspensions are normally out-of-school and subject to these procedures:

- Student must report to school in uniform with a parent by 8:10 a.m. to pick up all assignments.
• Student must return at 2:40 p.m., in uniform, with a parent, and all work completed. All work that is incomplete will receive a "0" grade.

• Tests may be made up when the student returns from suspension.

• During an out of school suspension, the student is marked absent.

• The student is not permitted to participate in any extracurricular activities during a suspension.

If the suspension is to be an "in school" suspension, the school administrator will determine the appropriate procedures and will communicate these to the parent and student.

A student will be suspended during the time required to process an expulsion as outlined below. The principal reserves the right to implement an immediate suspension prior to providing a hearing if circumstances cause a belief that the safety of students, staff or the normal conduct of instruction is in jeopardy.

**Expulsion**

An expulsion action will be initiated by the principal for serious violations of school rules, in cases where the safety of students or staff may be in jeopardy, or when there is a repeated pattern of suspensions in a school year. The procedures in an expulsion action are the following:

The Principal will:

• Gather appropriate documentation leading to a recommendation for expulsion and provide a hearing with the student and the parents/guardians.

• Confer with Pastoral Administrator for agreement to recommend expulsion.

• Recommend expulsion (in writing) to the Diocesan Superintendent of Schools who will conduct a formal review (to the extent needed) of the recommendation and inform the principal of concurrence or non-concurrence with the recommendation.

If the Diocesan Director of Schools concurs with the recommendation of the principal, the parents/guardian will be notified in writing by the principal that the decision to expel is final and the effective date of the expulsion (there is no appeal of a decision to expel a student).

If the Diocesan Director of Schools does not concur with the recommendation of the principal, the principal shall implement the recommendation(s) of the Diocesan Director of Schools and notify the parent/guardian of those recommendations in writing.

All students at Bishop Mussio Central Elementary School are included within the suspension and expulsion policy and procedures.

**DRESS CODE**

The purpose of the dress code is to encourage an attentive and focused and educational climate, respect for oneself and others, to maintain a neat and orderly environment and to promote modesty. The ultimate interpretation of how these values are embodied in the dress code is at the sole discretion of the faculty, with ultimate authority resting with the principal. Parents are urged to mark their children's belongings with their names in permanent marker.

*Dates for summer/winter uniforms will be determined by the principal based on weather conditions.

**GIRLS**

**Summer Uniform**

• Navy blue or khaki walking shorts (NO cargo shorts)
• Navy blue, brown or black belt (MUST be worn with shorts)
- **Light blue or white polo shirt** (Short or long sleeve, regulation style same as Schoolbelles. NO ruffles, trim etc.)
  - White socks (Worn with shorts)
  - Plaid uniform skirt or jumper (2 jumper and 2 skirt styles available from Schoolbelles)
  - Navy blue or khaki skort
  - Navy blue or white knee socks (may be worn with skirt, skort or jumper)

**Summer Gym Uniform**
- Royal blue mesh shorts (Target Shop in Steubenville)
- Royal blue “Bishop Mussio Elementary t-shirt” (Target Shop in Steubenville)
- White socks
- If the uniform is in excellent condition it may be worn the entire gym day.

**Winter Uniform**
- Navy blue or khaki uniform style pants (NO cargo pants)
- Navy blue, brown or black belt (MUST be worn with pants)
- Plaid skirt or jumper (2 jumper and 2 skirt styles available from Schoolbelles)
- Light blue, or white oxford shirt (Short or long sleeve, regulation style same as Schoolbelles. NO ruffles, trim, etc.
- **Light blue or white polo shirt** (Short or long sleeve, regulation style same as Schoolbelles, No ruffles, trim, etc)
- Navy blue “Bishop Mussio” sweatshirt (purchased from Schoolbelles) Gym sweatshirt is not permitted with the regular uniform
- Navy blue v-neck vest (With or without the Bishop Mussio logo, regulation style same as Schoolbelles. NO ribbing permitted)
- Navy blue v-neck sweater (With or without the Bishop Mussio logo)

*Students are encouraged to have a uniform sweater vest or sweatshirt for cold weather. Other outerwear may not be worn with the uniform in class.*

**Winter Gym Uniform**
- Royal blue sweatpants (Target Shop in Steubenville)
- Royal blue “Bishop Mussio Elementary” long sleeve sweatshirt (Target Shop in Steubenville)
- If the uniform is in excellent condition it may be worn the entire gym day.

**Shoes**

Approved:
- For gym uniform and the summer uniform shorts: **SOLID WHITE OR SOLID BLACK TENNIS SHOES**
- For skirt, jumper and pants: **SOLID BLACK, NAVY OR BROWN LEATHER DRESS SHOE, SHOE MUST HAVE CLOSED TOE AND BACK.**
- For **playground safety**, no more than a 1 inch heel and younger students are encouraged to wear shoes with a buckle or strap.

**NOT Approved:**
- Tennis shoes with any designs, patterns, lights etc..
- Slip on shoes
- Canvas or fabric shoes
- Leather Keds do not qualify as dress shoes

**Cosmetics, Jewelry, Hair etc.**
No makeup is permitted. Jewelry must be tasteful and age appropriate. Headbands are permitted. No large headscarves. Hair must be a **natural** color. Feathers and braided extensions are not permitted.
BOYS

Summer Uniform
- Navy blue or khaki walking shorts (NO cargo shorts)
- Navy blue, brown or black belt (MUST be worn with shorts)
- **Light blue or white polo shirt** (Short or long sleeve)
- White socks

Summer Gym Uniform
- Royal blue mesh shorts (Target Shop in Steubenville)
- Royal blue *Bishop Mussio Elementary* t-shirt (Target Shop in Steubenville)
- White socks
- If the uniform is in excellent condition it may be worn the entire gym day.

Winter Uniform
- Navy blue or khaki uniform style pants (NO cargo pants)
- Navy blue, brown or black belt (MUST be worn if pants have belt loops)
- **Light blue, or white** oxford shirt (Short or long sleeve)
- **Light blue, or white** polo shirt (Short or long sleeve)
- Navy blue *Bishop Mussio* sweatshirt (ONLY if purchased from Schoolbelles, gym sweatshirt not permitted with the uniform.
- Navy blue v-neck vest (With or without the Bishop Mussio logo)
- Navy blue v-neck sweater (With or without the Bishop Mussio logo)
*Students are encouraged to have a uniform sweater or sweatshirt for cold weather. Other outerwear may not be worn with the uniform in class.

Winter Gym Uniform
- Royal blue sweatpants (Target Shop in Steubenville)
- Royal blue *Bishop Mussio Elementary* long sleeve sweatshirt (Target Shop in Steubenville)
If the uniform is in excellent condition it may be worn the entire gym day.

Shoes
**Approved:**
- For the gym uniform and the summer uniform shorts: **SOLID BLACK OR SOLID WHITE TENNIS SHOES**
- For dress pants: **SOLID BLACK, OR SOLID BROWN LEATHER** dress shoes. Penny loafers are also permitted.

**NOT Approved:**
- Any athletic looking shoes or Keds leather with the dress uniform.
- High top or mid high tennis shoes.
- Tennis shoes with any designs, patterns, lights etc

Jewelry
NO earrings are permitted.

Hair, Hygiene
Boy’s hair must be above the eyebrow, not touching the shirt collar, and not over the ear. Color should be natural. No fad hairstyles (Ie. Mohoawk.) Hair should be groomed and neat.

Non-Uniform Days
“Dress Down Days” or “Dress Up Days” (non-uniform days) may be held at various times throughout the year. Shorts, **no higher than two inches above the knee** are permitted when we are in summer uniform. No tank tops or bare shoulders are allowed. All tops must be sufficient in length so that they may be tucked into pants/shorts. No shirts with inappropriate advertising are permitted. Tight fitting garments are not permitted nor any manner of dress that is sloppy. Leggings are not permitted unless worn with a top **no more than**
two inches above the knee. Yoga pants are not permitted. The faculty and administration retain ultimate authority to determine appropriate clothing on dress down days, relative to the mission of the school. Students who do not dress appropriately will be instructed to call their parents to secure a change of clothing. In addition, repeated violation of acceptable standards for dress will result in the student losing the privilege to dress down. As a general rule, it is safe to assume that if any item of clothing is questionable, it is probably best if the student does not wear it to school. Shoes and socks should be worn. NO sandals or flip-flops are permitted for safety issues.

HEALTH AND SAFETY

Visitors
All visitors entering the school building (including parents, volunteers, student teachers, field experience students) must report to the MAIN OFFICE upon arrival. Lunches and other items a student may have forgotten at home will be dropped off in the office for delivery to the student. All doors to the school will remain locked during the school day and may not be opened by students to allow entrance of a visitor unless directed by a faculty member or the administration.

Volunteers
Bishop Mussio Central Elementary School welcomes and relies on volunteers to assist with our programs. Volunteers are required to report to the office upon arrival. Volunteer tags will be issued to authorized volunteers from the office.

When working with a teacher, the teacher is ultimately responsible for students’ safety and discipline. Any disciplinary concerns a volunteer may have should be brought to the attention of that teacher.

All volunteers working 3 hours or more per month with students are required to provide BCI/FBI background check. All volunteers must adhere to the Diocesan Policy Decree on Child Protection and Safe Environment.

Drills
Regular fire, tornado and "lock down" drills are conducted at the school. Student misbehavior during these drills or in the event of an actual emergency will be considered a most serious discipline matter.

Emergency Crisis Plan
A separate plan has been developed that informs and educates all of the staff to the methods and procedures to use in case of any type of emergency.

In the event of an evacuation situation, the Parent Broadcast System will send immediate information via phone calls and cell phone messages. Also, parents will be notified using TV stations and One Call Now for cancellations and delays.

Parking
All persons driving near the school or in the parking lots must remain alert for students at all times. Parking is restricted to the lot next to the church – no parking is permitted in front of the Kindergarten building or on the lot students use for play (whether or not the rope to separate this lot is up).

Immunizations
Students are required to provide proof of immunization against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, rubella and chickenpox at the time of their original entry into the school or at the beginning of the school year. The requirement for chicken pox immunization pertains to all kindergarten students who are enrolled during or after the school year beginning in 2006. Kindergarten students are also required to provide proof of immunization against hepatitis. Parent(s)/Guardian(s) objecting to this requirement must submit a written statement explaining their objection. The principal shall make the final determination as to whether the student is to be admitted. Students who do not provide the required documentation for immunization will be withdrawn from the school on the fifteenth day after admission.
**Health Services**

Bishop John King Mussio Central Elementary School provides speech screening, psychological screening, hearing test and health screening (e.g. blood pressure, height, weight). Kindergarten Readiness Screenings are mandatory. Additional testing can be done upon administration and parent approval. Either a nurse or a nurse's aid is on duty daily in the school. Parents will be notified regarding any injury or sickness reported by the student to the nurse or office.

**Administering Medications at School**

The management of medication is arranged cooperatively between parent, principal, school nurse, teacher and pupil. The parents and health care provider must sign a request and permission statement that includes the name of the medication, dosage, when administered and possible side effects. The parent is responsible for providing the medicine and notifying the school of any changes in the original order. The medicine must come to school in the original container dispensed by the pharmacist and properly labeled. The school nurse dispenses the medication.

**Prohibition on Weapons**

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid carry concealed license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.

Effective: 5-1-2005  

**Health Threat—Anabolic Steroids**

Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment. (Ohio Revised Code 3313.752)

**Decree on Child Protection**

The requirements of the Decree on Child Protection for the Diocese of Steubenville as promulgated by the Most Reverend R. Daniel Conlon, Bishop of Steubenville, effective March 5, 2003, together with any amendments and/or modifications thereto are observed by all of the Diocesan Schools of the Diocese of Steubenville.

State law and diocesan policy require background checks and other specific policies for all persons (paid or unpaid) having access to students. These are outlined in a document entitled "Decree on the Protection of Children (March 5, 2002). This document is available for review in the school office. Pertinent sections will be conveyed to all volunteers, coaches, faculty and staff. These policies will be applied as stated, without exception.

**RECESS**

All students have a lunch recess period. Areas of the playground will be specified for particular grades and activities. Students may bring to school for use during recess "nerf type" balls. Hard balls, bats of any type, leather footballs or baseballs and anything that may cause injury are not permitted. The teacher on duty has discretion regarding what activities will be permitted on the playground on any given day and at any given time. Inappropriate behavior on the playground may result in the loss of recess privileges. Students may not bring hand held games for use on the playground. These may only be used during “after school care” and are the sole responsibility of the student and parent.

Students should always wear clothing appropriate for weather conditions considering that they may be required to go out of doors at lunchtime.
Parents wishing a child to remain indoors during recess for health reasons must send a note to the principal. The child will remain in the office. If this condition continues over a period of time, a certificate from a doctor recommending keeping the student indoors will be required.

OTHER SERVICES AND POLICIES

Lost & Found
A "lost & found" chest is kept in the main school building. Any books, clothing, toys, jewelry or other items found around the building or on the playground are placed in this chest. Students losing anything should check this chest. At the end of the school year, any items remaining in "lost & found" are discarded or given to charity. Mark all belongings clearly with student's name and homeroom.

Lunch
A hot lunch program is offered daily. Students have the option to buy or bring a brown-bag lunch. Parents are permitted to drop off lunches for students in the auditorium. Their name should be printed on the bag and placed on the table inside the auditorium door. Milk is available for purchase. The cost and procedures for ordering hot lunches and milk will be communicated to parents during the first week of school.

Sports
Students in grades 5 and 6 are involved in sports throughout the school year. For these sports the following regulations are followed.

Practice/Attendance
Practice for sports is important. Absences from practice may result in a student not playing in the game. The student must attend a full day of school before a game with the exception of a doctor appointment. If a student is absent for school, the player may not dress for the game on that same day. This rule includes attending or participating in practice time.

Academics
Students must maintain a 75% combined average of graded academic subjects with no failing grades. If this criterion is not met, the student will become ineligible to compete in sports for a one week period. The student, parent and coach will be notified if there is danger of ineligibility occurring because of academic progress.

Conduct
Bishop John King Mussio Central Elementary School conduct grades are based on a point system. Each quarter, the student begins with one hundred points. When a student reaches 74 points, the student will be ineligible for one game. The student will be required to attend all practices. When reaching 70 points, the student will be ineligible for two additional games. At 65 points, the student will be off the team.

If any student is habitually unprepared for class or consistently misses assignments during any sports season, the principal may determine penalties with regard to playing.

Telephone and Cell Phones
With permission, student phone calls may be made from the office. Students may call home only if they have forgotten their lunch or if they are sick. They may NOT call home for forgotten assignments, books, band instruments or gym clothes. Students with cell phones must turn in phones to their homeroom teachers each morning during the homeroom period and may retrieve the phone at dismissal at 2:45 p.m. Phones must be turned off during the school day. Violation of the cell phone policy is considered a Class Two violation, and a parent will be required to retrieve a confiscated cell phone.

Staff Training and Development
Ongoing development is an obligation for any of our educators. Teachers are expected to continually hone her/his craft through practice, prayer, experience, reflection, and inquiry. The school expects educators to keep improving instructional practices through professional and diocesan inservices, attending outside
conferences, by pursuing advanced degrees, and by networking with colleagues. The Principal and Director of Student Services works with each staff member to find appropriate professional development to best meet the needs of each teacher. Whole school staff development to meet school goals are given at staff professional days and staff meetings throughout the year. Teachers are required to complete 180 contact hours (18 CEUs) over the five year cycle of his/her licensure. The Local Professional Development Committee (LPDC) approves the Individual Professional Development Plan for each teacher. The teacher aligns professional development with goals stated in that plan.

OTHER DIOCESAN POLICIES

Computers and E-mail
No employee or student of the school should assume a right to privacy regarding any activity done on, with or through a computer or computer network owned or assigned to the school. This applies also to any materials, property or equipment owned or assigned to the school as a separate entity and as an agent for the Diocese of Steubenville. All such material or property is to be used only for the educational purposes as outlined in the school mission statement. Bishop John King Mussio Central Elementary has adopted and promulgated policies to foster appropriate use of computing resources and limit access of minors to unacceptable materials on the Internet, in compliance with federal law. All students (and their parents) with regular access to computing and Internet resources available at the school must annually sign an “Acceptable Use Agreement” and are subject to the provisions of this agreement.

Random Searches of Facilities
The building, grounds, classrooms, and lockers located within the Bishop John King Mussio Central School buildings are the exclusive property of the Diocese of Steubenville and may be searched randomly in accordance with the Ohio Revised Code and case law promulgated by the courts of Ohio. The parent(s) and/or guardian(s) and the student agree to follow and adhere to the policies, rules and regulations of the school as currently set forth in this Parent-Student Handbook and such other rules and regulations as may be promulgated hereafter by the school.

Morning Arrival
All students K - 6 will be dropped off at the breezeway and wait in the church auditorium for the school day to begin. No student will be permitted in the school building without specific permission of a faculty member or the administration.

1) Traffic will be routed to enter the parking lot from Rosemont Avenue. Access from Etta Avenue will be closed. This will eliminate congestion at the Garfield intersection for the High School and the Junior High School arrivals.
2) No parking in the second to last row from 7:30 am until 8:10 am at the south end of the parking lot. These stalls will be clearly marked with white paint. This will provide a wider lane for cars to move down the lot, merge and pull up to the auditorium doors.
3) All students will be dropped off at the breezeway or the lower door and proceed to the auditorium.
4) See diagram on following page…
Afternoon Dismissal

School dismissal is at 2:45 p.m. There are two car dismissal locations, two walker lines and a bus pick-up site. In the event a special circumstance arises that requires a change in plans, parents/guardians must inform the school in advance with a written note or by telephone by 1:00 p.m. Students will not under any circumstances be allowed to leave the school grounds with someone who is not their parent or legal guardian unless this person has been identified by the parent/guardian through the use of an authorized rider form or written note.

Car Dismissal:

- **Gym Pick Up:** Family last name ending in letters A – L
- **Breezeway Pick Up:** Family last name ending in letters M – Z

Families are asked to have a large and easily readable sign in the front window of your car with family name showing. This enables us to have your child (ren) ready to be placed into your car.

For the afternoon dismissal procedure:
1. The left lane will turn up to the breezeway and the right lane will travel across the lot to the gym doors. (see diagram)

2. Car Parking is prohibited in the bus-loading zone along Rosemont Avenue between Etta Avenue and Portland Avenue from 2:15 – 3:15 pm. There will be “No Parking  Loading Zone” signs on both sides of the street in front of the church. This is a **bus-loading zone and must remain free of parked cars**.

**Gym (A-L)**

Students will be dismissed by faculty on duty to those vehicles pulling parallel to the Gym Entrance. Drivers should not leave their vehicles. **STUDENTS WILL BE DISMISSED TO ENTER WAITING VEHICLES ONLY; NO CHILDREN WILL BE RELEASED TO ANYONE WAITING "ON FOOT" AT THE DOORS OF THE GYM. LINE CUTTING OF ANY TYPE IS NOT PERMITTED.** Each driver should display in their front vehicle window a sign showing the last name of the children who will be riding in that vehicle so that faculty can have the students waiting at the door when their vehicle pulls parallel to the gym. Students should go immediately to their vehicle and enter by the driver's side if possible. Children should not walk between cars or enter from the passenger side if at all possible as this presents a safety problem. If the driver needs to secure seatbelts or car seats, she/he should pull ahead to the stopping area to do this. Other than this exception, no driver should ever pass another vehicle while in line.

**Breezeway (M-Z)**

Students will be dismissed by faculty on duty to those vehicles pulling parallel to the breezeway. Drivers should not leave their vehicles. **STUDENTS WILL BE DISMISSED TO ENTER WAITING VEHICLES ONLY; NO CHILDREN WILL BE RELEASED TO ANYONE WAITING "ON FOOT" AT THE DOORS OF THE CHURCH AUDITORIUM. LINE CUTTING OF ANY TYPE IS NOT PERMITTED.** Each driver should display in their front vehicle window a sign showing the last name of the children who will be riding in that vehicle so that faculty can have the students waiting at the door when their vehicle pulls parallel to the breezeway. Students should go immediately to their vehicle and enter by the passenger side. Children should not walk between cars or enter from the driver's side as this presents a safety problem. If the driver needs to secure seatbelts or car seats, she/he should pull ahead to the stopping area to do this. Other than this exception, no driver should ever pass another vehicle while in line.
Walkers
Students who walk from school will meet their parents in the breezeway or gym. Students are not permitted to cross any street except at the intersection. Because of the volume of traffic coming from CCHS, DRIVERS SHOULD NOT PARK ALONG ETTA, ROSEMONT, OR PORTLAND AVENUES.

Bus Students Pick – Up
Indian Creek School District, Toronto City Schools, Edison Local Schools, Buckeye Local, Harrison Hills and Steubenville City Schools provide bus transportation to and from Bishop John King Mussio Central Elementary. All bus drop off and pick up is in front of the church on Rosemont Avenue. This is a designated Bus Loading Zone.

Please contact the public school district transportation director as soon as possible. Send the information to us with the bus number as soon as you have that information. A staff member will be on duty to escort your child onto the correct bus.

The school office coordinates public school busing and can answer specific questions parents may have not addressed here. The public school district will assign students to a particular bus depending on his/her residence. This may or may not be the same bus number for both drop off and pick up. It is important for parents to get transportation arrangements established before the first day of school. The school office can help with this or the parent can contact the transportation director of the public school district in which the student resides. During the first day of school, her/his teacher will tell each student where to wait for the bus. Because buses have schedules to keep, it is important for students to proceed quickly to their appropriate dismissal point. BUSES WILL NOT WAIT LONGER THAN A MINUTE OR TWO FOR STUDENTS. Students are reminded that their behavior on the bus is covered by the school's discipline policies just as if any infractions had occurred in school. Students must ride the bus to which they have been assigned by their district. Only students assigned to a bus may ride that bus. Therefore, students are not permitted to ride home with any other student on his/her bus even if parental permission is given.
ADDENDUM

Diocesan Handbook for Catholic Schools
Harassing, Intimidating, and Bullying Policy

1. In Obedience to the Gospel of Jesus Christ, we acknowledge the dignity and worth of every human being as a person made in the image and likeness of God. Therefore, respect and tolerance should be the cornerstone of all our interactions and behaviors. Faculty, staff, administration and students, must strive to never diminish another person by our conduct or our attitudes.

2. It is in keeping with the Mission of Catholic schools of the Diocese of Steubenville to prepare students to live and work in a complex and interdependent society, to acknowledge diversity and to build community by practicing Christian faith-based hospitality, civility and respect for others.

3. Harassing, intimidating, and bullying behavior by any student enrolled in a Catholic school of the Diocese of Steubenville is strictly prohibited. No student shall be permitted to PLAN or ENGAGE in such activity. Such conduct may result in disciplinary action up to and including suspension and/or expulsion from school.

4. **Harassment, intimidation and bullying can be defined as** any intentional written, verbal, or physical act (including electronically transmitted acts), that a student has exhibited toward another particular student, and the behavior causes mental or physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it causes an intimidating, threatening, or abusive educational environment for the other student.

4.1. Examples of conduct exhibiting harassment, intimidation or bullying may include, but are not limited to: a) Physical violence and/or attacks; b) Threats, taunts and intimidation through words and/or gestures; c) Extortion; d) Damage to personal property; e) Stealing of money and/or personal property; f) Behavior with the intent to intimidate or threaten others through the use of information; g) Electronic acts with the intent to harass, intimidate or threaten through the use of communication technologies (including cellular phone, computer, pager, personal communication device, or other communication device) and web-site based social media/net-working (what is often called cyber-bullying).

4.2. Cyber-bullying may include but is not limited to: a) Posting slurs (including gossip and rumors) or threats on web-sites; b) Sending abusive/threatening e-mails, or instant messages; c) Using camera phones to take embarrassing/disturbing photos or videos.
5. When harassing, intimidating, and bullying behavior has been reported to have been exhibited by adult staff/volunteers or students age 18 or older towards a minor (under the age of 18), such incidents shall be addressed in accordance to the Diocesan Decree on Child Protection.

6. Teachers and other school staff who witness or are made aware (through reports from other students or parents) of acts of harassment, intimidation or bullying shall promptly notify school administration of the incident(s).

7. Under the direction of the school administration, reported/suspected acts of harassment, intimidation, or bullying will be investigated in a thorough and timely manner. When such acts have been verified as taking place, a recommendation for intervention, including disciplinary action shall be implemented.

7.1 Anonymous complaints that are not otherwise verified cannot provide the basis for disciplinary action.

7.2 In cases in which one student has accused another student (or students) of acts of harassment, intimidation or bullying, additional evidence (other than the word of the accuser) is required to verify the accusation and to provide a basis for disciplinary action. In such cases where one student accuses another and the accusation cannot be verified, the Principal shall meet with the alleged perpetrator(s) to review the policy definition of harassment as well as the consequences that would follow should a verified incident take place. In addition, faculty shall be notified of the complaint so they can be more attentive.

7.3 If after an investigation, acts of harassment, intimidation or bullying involving students have been verified; the school’s administration shall notify the parents/guardians of both the victim(s) and the perpetrator(s) in writing. In providing such notification, care must be taken to respect the statutory privacy rights of all students involved.

7.4 **Non-disciplinary Interventions.** When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably warrant a disciplinary response, students may be counseled as to the definition of such unacceptable behavior, its prohibition and the student’s duty to avoid any such conduct that could be considered harassing, intimidating, or bullying in the future.

7.5 **Disciplinary Interventions.** When verified acts of harassment, intimidation or bullying warrant a disciplinary response, students may be subject to the full range of disciplinary consequences, including but not limited to in/out of school suspension or recommendation for expulsion (in accordance with the disciplinary procedures of the Diocesan Schools Handbook).
7.5.1 In or Out-of-school suspension may be imposed only after the school administration has interviewed and informed the accused perpetrator(s) of the reasons for the suspension and has given the student(s) an opportunity to explain the situation. Parents/guardians will be notified and permitted to be in attendance when reasons for the suspension are offered.

7.6 In addition to disciplinary action, students who commit acts of harassment, intimidation or bullying which are deemed to be of a serious nature, may be required to undergo a psychological examination by a licensed psychologist before the student is readmitted to school. All costs associated with this requirement as well as the educational needs of the student during this period will be the full responsibility of the parent/guardian.