



BISHOP JOHN KING  
**MUSSIO**  
CENTRAL JUNIOR HIGH

Student/Parent Handbook

**Updated September 2023**

## **Bishop John King Mussio Junior High Student/Parent Handbook**

### **ABOUT THIS HANDBOOK**

This handbook provides students and parents with information about policies and procedures at Bishop John King Mussio Central Junior High School (sometimes referred to as “the Junior High”).

The provisions of the Diocesan Policy Manual are expressly incorporated through this handbook and are designated by the initials (DH). 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 at any time. The specific application of these policies is subject to the discretion of the school principal, pastoral administrator and diocesan superintendent or their designees.

Since an orderly and effective school environment requires that all members of the school community accept and meet stated expectations, it is important for students and parents to be familiar with these policies and procedures.

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. (DH)

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. (DH)

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. (DH)

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

### **MUSSIO JUNIOR HIGH SCHOOL MISSION**

Bishop John King Mussio Junior High is a diocesan school serving the students of the Ohio Valley. Our primary mission is to provide a faith based, academic community that forms minds, hearts, and souls in the likeness of Christ. We foster the God-given gifts of our students through challenging curriculum, fine arts, athletics, and service in a learning environment based on trust and mutual respect.

*We believe...*

*...the Catholic Faith must permeate the curriculum and develop disciples who value and live the Gospel teachings.*

*...adolescents possess unique educational, social, and emotional needs that impact the learning process.*

*...each child must be equipped with the tools necessary to reach his or her highest potential.*

*...it is important to serve others through the sharing of time, treasures, and talents.*

*...the collaboration of school, family, parish, and community is essential to a well-rounded education.*

## **OVERVIEW**

Bishop John King Mussio Central Junior High School and Catholic Central High School operate as a 6<sup>th</sup>-12<sup>th</sup> grade system under the auspices of the Diocese of Steubenville. Mrs. Judith (Jude) Lucas is the school principal, Mrs. Morgan Hunter is the assistant principal, and Fr. Michael Gossett is the pastoral administrator. The schools serve Holy Family, St. Peter, and Triumph of the Cross parishes (Steubenville); Blessed Sacrament and Our Lady of Lourdes parishes (Wintersville); St. Agnes parish (Mingo Junction), St. John Fisher parish (Richmond); and St. Francis and St. Joseph parishes (Toronto). Students from other parishes and non-Catholic students are also enrolled.

The parochial school system of Steubenville has a long history of providing a solid education for its students. Graduates of our city's 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.

Bishop John King Mussio Elementary School and Bishop John King Mussio Junior High School were established on July 1, 2008, as a result of the consolidation of All Saints, Aquinas, and Holy Rosary Central schools. Initially, the Elementary School operated on two campuses in the previous Aquinas Central and Holy Rosary Central buildings; the Elementary now operates on one campus in the former Holy Rosary Central building. The Junior High School operates as a central sixth, seventh, and eighth grade educational institution in its own section of the Catholic Central High School building.

The Schools have a Local Educational Advisory Committee (LEAC), which assists the principal and pastoral administrator in setting school policies and practices. The consultative governance model developed by the National Catholic Educational Association is employed.

A more complete description of the organizational structure of diocesan schools is found in Chapter One of the Diocesan Handbook for Schools.

## **ADMISSION**

### ***Non-Discrimination Policy***

The Catholic Schools of the Diocese of Steubenville admit students of any race, religion, gender, sex, disability, color, age, or national origin, to all the rights, privileges, programs and activities. Schools shall not discriminate on the basis of race, religion, gender, sex, disability, color, age, or national 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, age, sex, or ethnic origin in the hiring of its certified or non-certified personnel. (DH)

### ***General Expectations***

All students admitted to the Schools are required to attend as full-time students, must take all required subjects, and must attend all religious functions that occur within the regular school day. Spiritual development is a core purpose of Catholic higher education and is integrated throughout the curriculum and activities of the schools. Students receive regular Catholic religious instruction, participate in school Masses and other Catholic prayers and devotional activities. The Schools offer a disciplined environment based upon the principles of charity, respect, and caring for one another. Students from all faiths and religious traditions who respect our Catholic identity and mission are wholeheartedly welcome to our Schools.

### ***Transfer Students***

Parents/guardians of prospective students transferring into the Schools must provide written permission to obtain official records from the previous school, including but not limited to academic records, standardized test scores, and discipline records. Transfer students will be screened by the schools before final grade level determination is made. The schools reserve the right to re-assign the student to the grade best suited to their educational and social needs.

### ***Home Bound Instruction***

The schools do 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 Principal. Official written notification from the public school district must be received by the Principal stating that the student has been enrolled in a regulated program.

### **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. (DH)

The fact that the School allows tuition and fees to be paid in two 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. (DH)

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 and the student's diploma until all tuition and fees have been paid. (DH)

#### ***Delinquent Tuition***

The primary source of operating income for the schools is tuition. Failure to pay outstanding tuition or to pay it in a non-regular manner causes substantial financial problems for the school. All tuition is to be paid through the FACTS tuition plan that parents choose online during the enrollment/re-enrollment period prior to July 1 each year.

#### ***Financial Aid***

The school and individual parishes have limited financial aid available to assist parents in meeting tuition obligations. The Diocese also offers financial aid through the Immaculate Heart Fund. 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. 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.

## **EdChoice Scholarship Program**

The Educational Choice Scholarship (EdChoice) Program provides students from designated public schools the opportunity to attend participating private schools. The program also provides low-income students who are entering kindergarten through 12th grade scholarship opportunities.

More information may be found on the Ohio Department of Education website or you may call the school for an explanation.

## **ACADEMIC EXPECTATIONS**

### ***Grading***

The grading scale used at the schools is mandated by the diocese and presupposes that high standards to receive academic recognition encourage students to excel.

The Diocesan Grade Scale:

A	93-100%	Superior
B	85-92%	Above Average
C	75-84%	Average
D	66-74%	Below Average
F	65% or less	Failure
S	Satisfactory	
U	Unsatisfactory	

### ***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.

- Students in grades 4 – 6 should expect 40-60 minutes of homework per night, excluding special projects.
- Students in grades 7 and 8 should expect 70-90 minutes of homework per night, excluding special projects.

Each teacher posts homework or lesson plans on Ren-Web/FACTS, our parent information system.

If a Junior High student is absent, please consult Ren-Web for homework.

The student who has been absent for excused reasons will have the number of days equal to the time they were absent to make up this work. An extension to this time frame may be granted by faculty members for students who were on an excused absence. 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, Conferences, and Communication***

Interim progress reports will be sent to all parents to share information on the student's schoolwork midway through each quarter. Report cards will be sent home following the close of each quarter. Parents are encouraged to attend a conference after receiving first quarter report cards. A second conference night is scheduled during the third quarter.

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

If a problem arises during the school year, parents should discuss the problem directly with the teacher. If the matter is not resolved, parents may then confer with the principal.

### ***Honor Roll***

To recognize excellence, an honor roll list is compiled each quarter. This list contains the following designations:

Principal's Honor Roll: Straight A's, no U's, A in conduct.

Faculty Honor Roll: A's & B's, A or B in conduct, no U's.

Subjects included in the Honor Roll include Religion, Math, Social Studies, Literature/English, Science, Health, Music, Art, Gym, Computers, and Spanish. Classes taken at Catholic Central High School are not included in honor roll calculations.

### ***Promotion and Retention***

Students passing all major subjects will be promoted to the next grade.

Parents are notified at the end of the first semester if their child is at risk of retention or placement. A conference with the student and parent will be held. Students failing one or more subject may be placed in the next grade and required to complete one or more of the following: summer tutoring, a school "Bridge Book" program, or a virtual learning course in the subject(s) that they failed. Students who do not successfully complete the requirements will be retained.

### ***Sacramental Preparation***

Confirmation instruction is provided by parishes. Parents should contact their parish for additional requirements for 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 Junior High strives 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.

Students who require special education services must be identified through the procedures specified by the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (eft: 3-12-1999) or the Individuals with Disabilities Education Improvement Act of 2004. (DH) Diocesan Schools may provide, at their discretion, an Educational Accommodation Plan. Parent(s)/Guardian(s) are advised that this program is not a substitute for the IDEA specified by federal legislation. (DH)

Steubenville Catholic Schools are a [Jon Peterson Special Needs Scholarship](#) approved provider as well as 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***

Steubenville Catholic Schools; ***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. The schools attempt 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.

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 participate in the testing program of the Diocese. The Iowa Test of Basic Skills is administered each spring to all students. In addition, students in grades 6-8 on state scholarship programs are required to take state assessments. Standardized tests are not reflected in the student's grade point averages but are placed in the student's permanent record.

### ***Attendance***

The Schools exist to educate its students as fully as possible. We believe in, and are committed to fostering consistent, punctual attendance as a very 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 Principal's efforts to maintain this standard through notification, counseling, and where necessary, referral to appropriate legal sources. Principals shall notify parent(s)/guardian(s) of the school's concern about the student's attendance when five (5) days of absence have been recorded. Parental/Guardian failure to comply with the program of compulsory attendance will 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. (DH)

### ***Late Arrival***

Any students arriving **in homeroom** after the tardy bell (7:50 am for the Junior High) 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. At the Jr High, students must serve detention after 5 tardies.

### ***Absence***

Excused (legal) 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 8:30 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, those 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.

A student with more than five unexcused absences in one grading period will be reported by the principal to the Diocesan Superintendent of Schools.

A student absent for ten or more days 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.

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 excused or unexcused absences when they return to school. They will have the number of days equal to the time they were absent to make up this work. An extension to this time frame may be granted by faculty members for students who were on an excused absence.

### ***Individual Early Dismissal***

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 permission.

A student asking permission to leave the school grounds because of a doctor's appointment must provide a written note from his or her parent stating such reason. All students must be signed out of the building.

### ***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. (DH)

### ***Lunch***

During lunchtime no student is permitted in the classrooms or any area other than the cafeteria without permission from a teacher or principal.

### ***School Cancellations and Delays***

Parents should not call the schools or teachers for information regarding cancellations and delays. The schools use the following media when weather conditions prohibit the opening of school or having regular classes:

- WTOV Channel 9, WTRF Channel 7
- wtov9.com
- Ren-Web Parent Alert

In the event of a two-hour delay:

- The Junior High School will begin at 9:50 a.m. Students may not arrive before 9:30 a.m. and will wait in Lanman Hall. The close of the school day remains at 2:39 p.m.

## **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. (DH)



## **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 and staff reinforce the positive behaviors taught at home. By establishing classroom rules and enforcing them along with the School Code of Conduct, teachers encourage students to become young men and women of virtue and mature members of society.

The student is subject to the authority of school officials and to expectations for appropriate behavior at all times the student is on school property, during field trips and at school-sponsored or -endorsed functions (e.g. a dance held by another Catholic school or sports game or practice), and as the student travels to and from school, including when being transported by a public school district.

The School recognizes a violation of the Code of Conduct may present unique facts and circumstances and, on occasion, may not even specifically address the proscribed behavior. Therefore, the School reserves the right to modify any penalty set forth herein to reasonably and justly respond to the proscribed behavior. Further, the School reserves the right to modify and amend the Discipline Policy, as it deems reasonable and necessary to promote the safety and general welfare of the School's students.

The principal may make exceptions to written disciplinary procedures at the building level where in his/her judgment such exception is warranted and such exceptions are not in conflict with the Diocesan Handbook for Schools. (DH)

If student misconduct is or may also 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.

### **Complaint Procedures**

Parental complaints about a Teacher(s) shall be directed first to the Teacher(s), then to the Principal whose decision is final.

Parental complaints about a Principal shall be directed first to the Principal, then to the Pastoral Administrator whose decision is final.

**NOTE: THERE IS NO APPEAL TO THE DIOCESAN SUPERINTENDENT OF SCHOOLS AFTER A DECISION BY THE PRINCIPAL AND/OR PASTORAL ADMINISTRATOR HAS BEEN MADE.**

### **Dress Code:**

#### **General Regulations:**

- Uniforms shall always be maintained in good condition: neat, clean and modest.
- Dress code exceptions can be made and such announcements will be made from the Main Office
- Sweaters must have a CCHS or BJKM logo to be worn during the school day.
- Jean apparel, sweatshirts, hoodies, flannel shirts, or hats are not permitted in the building during regular school hours.
- Shirts and blouses are to be tucked into trousers or skirts. Any undershirts shall be white, gold, or blue with no writing.
- Shoes may be dress or athletic style (no open toe) and whose style shall not pose a hazard to the student. Boots of any style, slippers, and moccasins are not permitted.
- No backless sandals or flip flops at any time, including dress downs.
- Excess in cosmetics, hairstyle and hair color is not permitted. There will be no visible tattoos.

- School Administration reserves the right, when necessary, to regulate the dress attire and/or accessories worn by students attending any school sponsored events and activities, including but not limited to, school dances and related social functions.
- Boys are to be clean-shaven at all times; beards and mustaches are not permitted.
- Boys' hair length shall be no longer than the top of the shirt collar and shall be shaped and not be worn in a ponytail or bun.
- Sideburns shall not be below the earlobes and shall be straight. Boys may not have any ear or body piercings.
- For female students, ear piercings shall be modest. No nose piercings or other facial piercings will be permitted.

**Girls' Uniform Description:**

- Plaid pleated skirt, **no more than 3" above the knee**, khaki or blue uniform pants.
- White, navy, or light blue golf shirt; White or blue, short or long sleeve uniform oxford-style blouse (available from uniform company). Girls tie is optional.
- Navy, long sleeve, V-neck or vest sweater with school logo, pullover (purchase from uniform company).
- Gray or navy knee socks, if skirt is worn.
- Shoes shall be conservative. That is, they shall not be open toed, they shall not be sandal type. Dress or athletic type. Solid (or as close to solid) black, brown, navy, gray, or white colors only. They must have a back that fits around the heel of the foot. NO flip flops.

**Boys' Uniform Description:**

- Khaki or blue dress pants (available from uniform company). No cargo pants.
- Short or long sleeve uniform white or blue oxford style shirt (available from uniform company). Collars buttoned down.
- Optional navy, long sleeve, V-neck sweater or vest with school logo, pullover (purchase from the uniform company).
- Neck tie: Blue/Gold striped (9-12) or bow tie. Solid navy blue or striped tie (6-8)
- A black or brown belt shall be worn at all times at the waistline.
- Shoes (dress or athletic type) shall be solid (or as close to solid) black, brown, navy, gray, or white colors only. NO work boots. Canvas shoes are permitted in a solid color listed above.

**Summer Uniform, Boys and Girls:**

- Summer Uniforms can be worn daily (not mandatory) from the first day of school to approximately October 15<sup>th</sup> and approximately the beginning of April to the last day of school, subject to Principal's discretion.
- White or Navy (light blue for BJKM) polo shirt with school logo (purchase from the uniform company) properly buttoned. It is not mandatory that BJKM JH students have the school logo embroidered on their polo.
- Khaki or blue slacks or shorts. Girls may wear the skirt uniform or the shorts. No cargo shorts. Shoes and socks (required) may be athletic type; i.e., shoes shall be clean and in good repair, socks shall be white or black ankle length or mid-calf type and in good repair. All shoes must be tied.

**FOR DRESS DOWN DAYS AND SCHOOL-SPONSORED FUNCTIONS:**

- No hats or head coverings. No bare midriffs
- Appropriate undergarments worn and not visible
- No shoe without a heel strap. **NO SANDALS, FLIP FLOPS, OR SLIPPERS.** Crocs must have back strap.
- **Shorts and skirts will be no shorter than 3 inches above the knee (for boys and girls).**
- No clothing or accessories displaying and/or innuendo of any inappropriate messages. E.g. apparel that displays messages contrary to Church teaching, demeans or degrades another, suggests sexual activity or refers to violence, alcohol, drugs, tobacco or terrorism.
- No extremely tight, loose, or revealing clothing. **No destructed jeans** (even if you can't see through them)
- No tops with spaghetti straps, halter tops, single-shoulder, low-cut or backless / strapless apparel.

## Homecoming, Semi-Formal, and Prom Dress and Dance Code Rules

### **Dress Code:**

Catholic Central High School and Bishop Mussio Junior High dances are events which reflect the philosophy of our school and the teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty.

According to the Catechism of the Catholic Church, "Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness. Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discrete. Teaching modesty to children and adolescents means awakening in them respect for the human person." In accordance with the Catechism, Catholic Central High School and Bishop Mussio Junior High set forth the following dress and dance rules for our students and their dates.

### **Girls' Attire:**

#### **Tops**

- The neckline of a dress, top, or gown must be cut in a modest way **without showing cleavage**. Strapless and spaghetti strap dresses are allowed, as long as they are not low cut, but a cover must be worn during Mass.
- The cut of a dress in the back and sides must not be cut below the navel.

#### **Length**

- A dress, skirt, or gown **must be longer than mid-thigh**.
- Slits in a dress or skirt may **be no higher than mid-thigh**.

#### **Miscellaneous**

- Two-piece dresses are allowed if the space between the top and skirt is less than **two inches**. **No navel is allowed to show**
- **The top must not show any cleavage.**
- The bodice of the dress must not have any fabric cutouts including cutouts that have been replaced with nude or sheer material.
- Dresses should not be excessively tight.
- Covering up a dress that does not meet the dress code with cover-ups (coats, shawls, sweaters) does not make an otherwise inappropriate dress allowable.
- **ALL DRESSES MUST BE APPROVED PRIOR TO THE DANCE BY A FEMALE ADMINISTRATOR.**

### **Boys' Attire:**

- Young men are expected to wear a collared dress shirt and dress pants. A matching suit or tuxedo is also appropriate.
- Young men are expected to keep their shirts on and buttoned for the entire dance.
- Young men are expected to be clean-shaven and meet school guidelines regarding length and style of hair.

### **Additional Notes:**

Admittance to the Homecoming Dance, Semi-Formal, Prom, and End of School Dance, with consideration of attire, will be left to the discretion of the administration present that evening. Parents will be called to bring a change of clothes if the student is dressed inappropriately, otherwise the student will be asked to leave after the parent phone call. The Administration reserves the right to ask for a picture of the prom dress/outfit. **These rules apply to dates from other schools as well.**

### **Dance Code:**

1. Appropriate physical contact only. Sexually suggestive dancing will not be tolerated.
2. No straddling legs.

3. No grinding
4. No inappropriate touching.
5. No overt and/or prolonged public displays of affection.
6. Both feet on the floor.
7. Hands on waist or shoulders only.

## **STUDENT CODE OF CONDUCT**

The Principal may make exceptions to written disciplinary procedures at the building level.

Under most circumstances, CCHS and BJKM uses a progressive disciplinary process to provide students with an opportunity to learn from their mistakes and improve their behavior. This disciplinary process provides for notification of parents/guardians and ensures that the student and the parents/guardians are afforded due process. While the normal progression of disciplinary action moves from demerits to suspension to expulsion, the Administration of CCHS and BJKM reserves the right to bypass lesser levels of penalty for continued, willful, grossly insubordinate, dangerous, or potentially dangerous behaviors.

### **Cell Phone/Personal Electronic/Recording/Transmitting Device**

#### **CCHS:**

Teachers have the right to collect cell phones at the beginning of class. NO ELECTRONIC DEVICES (smart watches, cell phones, headsets, airpods, laptops computers) SHALL BE SEEN IN CLASS This includes trips to the bathroom. Faculty and/or administration will confiscate any device seen or heard and turn it into the Dean of Student's Office.

#### **BJKM:**

Students with cell phones or electronic devices must turn them into their homeroom teachers each morning during the homeroom period and may retrieve the devices at dismissal. Students are not permitted to possess or use cell phones during the school day. Parents will be required to retrieve the cell phone that is confiscated from the Main Office. Students may make necessary phone calls during the school day from the Main Office.

1<sup>st</sup> Offense: \$10.00 fine, 1 demerit, student pick up cell phone at the end of the day

2<sup>nd</sup> Offense: \$15.00 fine, 2 demerits, student pick up cell phone at the end of the day

3<sup>rd</sup> Offense: \$20.00 fine, 3 demerits, parent picks up cell phone at the end of the day

Any further offenses will be handled on a case-by-case basis by the Dean of Students

#### **Cheating:**

CCHS and BJKM students are expected to maintain the highest standards of honesty and integrity in all academic areas. The schools look upon cheating on any test and all other class assignments as an extremely serious offense. Cheating is unjust, dishonest, and in a very real sense, stealing. If a student is discovered to have carried out the dishonest action of cheating on any test or class assignment, the following steps will occur: The teacher or faculty member who discovers the dishonesty will inform the student and the administration of his/her finding. A disciplinary referral form will be submitted by the teacher to the administration. A copy of the report will be sent to the parents/guardians of the student and a copy will be placed in the student's file. The minimum penalty for cheating is a grade of "0", a one-day in school suspension and possible suspensions from sports, clubs, and officer positions. Cheating on standardized tests (PLAN, PSAT, etc.) will result in sanctions or consequences by the school and as mandated by the responsible agency. Plagiarism is a serious offense that also falls under the category of cheating.

#### **False Alarms:**

A student shall not discharge or cause to be discharged any false alarm for fire, fire extinguishers, tornado or any emergency event. This behavior will result in a probationary hearing that will result in a suspension or expulsion and a potential fine.

**Hazing:**

CCHS and BJKM has a no tolerance policy with regard to any Hazing activities, as they are inconsistent with the educational process and a violation of human rights and dignity. No administrator, faculty member or other employee of the school shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of the student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by anyone immediately to the Administration. Law forbids hazing and the State of Ohio provides fines and imprisonment for student, who engage in hazing and provides fines for adults who permit hazing.

**Obscenity/Profanity:**

Students shall not use profanity or obscene language, either written or verbal in communicating with another student, staff member, or visitor. This includes, but is not limited to, obscene gestures, signs, pictures, publications, and any willful and/or grievous verbal and physical disrespect towards any member of the staff. This behavior will result in a probationary hearing that will result in disciplinary action.

**Peer Harassment:**

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(s) 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 harassment immediately to a teacher who shall report it immediately to the Principal. The Principal shall take prompt and fair action to investigate any report and to stop the peer harassment.

**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 sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex that interferes with the ability of a student 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 a teacher who shall report it immediately to the Principal. The Principal shall take prompt and fair action to investigate any report and to stop the peer sexual harassment. Dating violence will not be tolerated at Catholic Central High School or Bishop Mussio Junior High. Dating Violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner. Demerits/Suspension may be issued based on the severity of the incident.

**Prohibitions 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 ordinance onto these premises. A valid carry concealed license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.

**Smoking:**

Senate Bill 339 (possession/use of tobacco by pupils): This bill bans the possession and use of tobacco and tobacco products in school and at all school activities no matter where they are held. Tobacco use in any form will result in disciplinary action and a possible fine. This includes e-cigarettes, vaping devices, and juuling.

## **ASSIGNMENT OF DEMERITS AND EXPLANATION OF DEMERIT MATRIX**

The ultimate purpose of a student code of conduct and the associated disciplinary policy is to ensure that a safe, supportive and effective environment is created and maintained in the school. It is further recognized that an array of student behaviors can have a range of negative effects on the environment depending upon the potential of the behavior to harm other students, members of the staff, the community in general, the student committing the offense him or herself, the physical environment or the learning atmosphere. The matrix of offenses outlined in this handbook provides a relative ranking of general categories of misbehavior based on the potential for major, widespread or irrevocable harm to members of the Catholic Central or Bishop Mussio community. It is possible to list or categorize all types of disciplinary violations; therefore, the school Administration reserves the right of disciplinary assignments as situations of merit.

**The matrix will serve as a general guide to students and parents in the matter.**

### **CLASS ONE: 1-3 demerits as assigned by the staff member**

Continuing to talk, disturb a class, study hall, homeroom, school function after being asked to stop

Insubordination/Disrespect

Dress Code Violation

Language/Actions Unbecoming of a Christian

Littering

Profanity

Tardiness to Class (3 will result in Detention)

Electronic Device/Cell Phone Violation

Being in Unassigned Area of the School

### **CLASS TWO: 3-5 assigned demerits as determined by the Dean of Students**

Not Attending Class

Cheating \*please refer to cheating policy\*

Defacing School Property

Failure to Report to Assigned Detention

Forgery

Malicious/Obscene Behavior Directed Towards Another Student

Truancy

**CLASS 3: Minimum of 5 demerits as assigned by Dean of Students and automatic 1-day In-School Suspension. Mandatory Parent Conference with student on semester probation. Multiple class 3 violations in the same school year will result in mandatory external suspension as determined by the Dean of Students and/or Principal.**

Assault: Physical and/or Menacing

Theft

Dangerous Weapons and Instruments

Possession, distribution or use of controlled or illegal substance including Drugs, Alcohol and Tobacco products

False Alarm

Hazing/Harassment

Leaving the Building Without Permission

**Detention:**

Ten (10) demerits will result in an after-school detention.

Twenty (20) demerits or more than two detentions in any school year will result in a mandatory 1-day In-School Suspension (unless otherwise noted above). More than thirty (30) demerits in any school year will result in a 2-day External Suspension, with an administrative review of enrollment status.

Detentions will be served from 2:50 pm to 3:50 pm after school. Students will be required to copy the handbook and/or verses from the Bible. Failure to complete assigned tasks will automatically result in an In-School Suspension.

**Suspension/Expulsion Procedures:**

A student who merits suspension can be given an In-School Suspension at the discretion of the Administration. In-School suspension consists of student being separated from the general student population and assigned to a staff-supervised area where he/she will complete course related assignments submitted by his/her teachers throughout the regular school day. The student's teachers will be notified of the suspension. Should the assignments not be handed in or be incomplete, the student will, at the discretion of the Administration, be given additional suspensions.

**External Suspension Procedures:**

The Principal Shall:

- Provide a hearing for the student to review the reason(s) for the suspension
- Determine the number of days of suspension to be assessed to a maximum to ten (10) days
- Inform the Pastoral Administrator of the decision to suspend a student
- Notify the Parent(s), Guardian(s), by phone, email, or certified mail of the reason(s) for the suspension and the number of days, dates involved.

The student is responsible for "make-up" class work missed during the period of the suspension. Students will have one day to make up tests or quizzes missed. All other work is due to the Main Office at 2:40 pm.

The student will come to school in full uniform by 8:00 am to pick up their work for each day of their suspension. The student (in full uniform) must return the work at 2:40 pm to the Main Office. Three (3) suspensions in one year or an accumulation of 10-day suspension will result in a probationary hearing.

**There is NO appeal of the Principal's decision to suspend a student.**

**Expulsion Procedures:**

The Principal Shall:

- Gather the appropriate documentation leading to a recommendation for expulsion and provide a hearing with the student and the Parent(s)/Guardian(s)
- 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 recommendations and inform the Principal of concurrence or non-concurrence with the recommendation.

If the Diocesan Superintendent concurs with the recommendation of the Principal, the parent(s)/guardian(s) 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 Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendations of the Superintendent and notify the Parent(s)/Guardian(s) of those recommendations in writing. All written communications to Parent(s)/Guardian(s) will be by certified mail.

### **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, 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.

### **Assault: Physical and/or Menacing:**

A student shall not act or behave in such a manner that could or does cause injury (physical, mental, emotional) to another person. Discipline can result in suspension or expulsion as determined by the Principal. HEALTH AND SAFETY

### ***Visitors***

All visitors (including parents, volunteers, student teachers, field experience students) must report to the Main Office immediately upon arrival. Junior High visitors must enter the building via the Catholic Central High School entrance and report to the Bishop Mussio Junior High Secretary.

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 used by students unless directed by a faculty member or the principal.

### ***Volunteers***

The schools welcome and rely on volunteers to assist with our programs. Volunteers are required to report to the Main Office immediately upon arrival. Volunteer tags will be issued to authorized volunteers from the Main Office. When working with a teacher, the teacher is ultimately responsible for student safety and discipline. Any disciplinary concerns a volunteer has should be brought to the attention of the 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 very serious disciplinary infraction.

### ***Emergency Crisis Plan***

A separate plan has been developed that informs and educates staff on methods and procedures to use in the event of various types of emergencies. In the event of an evacuation, the Parent Broadcast System will send information via phone calls and cell phone messages. In addition, cancellations and delays will be communicated to parents via WTOV 9, WTRF 7 wto9.com, and One Call Now/Ren Web Parent Alert. The plan is available in the School office for parents to review.

### ***Immunizations***

Students are required to provide proof of immunization against mumps, polio myelitis, diphtheria, pertussis, tetanus, rubella and chickenpox at the time of their original entry into the school or at the beginning of the school year. 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. (DH)

### ***Health Services***

The schools provide psychological screening, hearing tests, and health screening (e.g. blood pressure, height, weight). Additional testing will also be done at the parent's and/or teacher's request upon parent approval. A nurse 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.

The management of prescription medication is arranged cooperatively by parent, principal, school nurse, teacher and pupil. The parents must submit the required form that includes the doctor's signature, the name of the medication, dosage, when administered, and possible side effects. The parent is responsible for providing the prescription medicine



and notifying the school of any changes in the original order. The prescription medicine must come to school in the original container dispensed by the pharmacist and properly labeled. The School Nurse or appointed personnel dispenses the prescription medication.

The following non-prescription medications (Tylenol, ibuprofen, antacids, and cough drops) can be administered by the School Nurse or appointed personnel with the permission form from parents

### ***Guidelines for Students with Life-Threatening Allergies (LTA)***

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. BJKM cannot guarantee to provide an allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students.

The school nurse, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist will prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life threatening allergy. The Allergy Action Plan/Individual Health Care Plan will be available in the nurse's office and in the student's homeroom. EpiPens must be brought to the nurse's office and will be available in case of emergency.

Staff will be trained to identify and respond to reactions from LTA's, including the use of EpiPens. Any staff involved with students who have LTA's will be informed and provided information on the specific allergen. School staff will take steps to ensure that these classrooms and instructional areas are as allergen free as possible.

It is requested that each parent of a student with an LTA inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis). Parents should provide the school a list of foods and ingredients to be avoided.

Parents should do the following:

- Provide the school nurse with enough up-to-date emergency medications (including EpiPens) so they can be placed in all required locations for the current school year.
- Complete and submit all required medication forms.
- Encourage students to wash hands before and after handling food.
- Teach your child to recognize the first symptoms of an allergic/anaphylactic reaction and to communicate clearly as soon as she/he feels a reaction is starting.
- Not share snacks, lunches, or drinks.

### ***Choking Policy***

BJKM aims to make children, parents and staff aware of health and safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment. In the event of a student choking, staff will assess the situation and administer first aid as appropriate. If an episode of choking is severe and requires the Heimlich maneuver and/or CPR, emergency services will be contacted as well as notifying the parents. Student will be transported to the hospital, accompanied by staff, until parent/guardian arrives.

### ***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. (DH)

### ***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) (DH)

### ***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. (DH)

## **OTHER SERVICES AND 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. Mussio Junior High School 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. The school employs Internet filtering services. (DH)

### ***Field Trips***

Periodically, classes will participate in out of school activities. Parent permission is needed for a student to be able to participate in these outings. A student not participating in a field trip is required to report to school and complete appropriate academic assignments. Drivers for field trips must submit a completed diocesan Driver Information Sheet. All passengers must wear seatbelts.

### ***Lost & Found***

A "lost & found" table is kept outside of the Main Office to which any books, clothing, toys, jewelry, or other items found around the building are delivered. Students losing anything should check the table. At the end of the school year, any items remaining in "lost & found" are discarded or given to charity.

### ***Lunch***

A hot lunch program is offered daily. Students have the option to buy or bring their own lunch. Parents are permitted to drop off lunches for students in the main office. Beverages are also available for purchase. Parents must ensure that all students have a nutritious lunch each day.

### ***Phone Calls, Cell Phones and Electronic Devices***

With permission, students may make phone calls **from the Main Office only** if they have forgotten their lunch or if they are sick; students may not call home for forgotten assignments, books, band instruments, or gym clothes.

Students with cell phones or electronic devices must turn them into their homeroom teachers each morning during the homeroom period and may retrieve the devices at dismissal. Students are not permitted to possess or use cell phones or Smart Watches during the school day. Parents will be required to retrieve a cell phone that is confiscated from a student. Students may make necessary phone calls during the school day **from the school office**. If a cell phone is confiscated by a teacher, it will be turned in to the Main Office to be picked up by a parent or guardian. There will be a \$10 fee (see Student Code of Conduct).

Students are not permitted to use any sort of electronic device (e.g., cell phones, smart watches, iPods, etc.) in school or during school activities (such as field trips) unless specifically permitted to do so by a faculty member.

### ***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 in-services, attending outside conferences, by pursuing advanced degrees, and by networking with colleagues. The Principal and Assistant Principal work 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.

### ***Random Searches of Facilities***

The building, grounds, classrooms, and lockers located within the Bishop Mussio Junior High School building 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. (DH)

## **SPORTS**

### ***Junior High School***

Junior High School students are eligible to participate in the Junior Crusader Athletic Program. The Junior Crusader Athletic Program operates under the auspices of the principal, and with the assistance of the Junior Crusader Athletic Director. Decisions regarding athletic offerings and participation are at the discretion of the Principal.

Under normal circumstances, students are required to be in attendance for the entire school day in order to participate in athletic activities; specifically, the student must be present by the beginning of the second period and may not be dismissed before the regular dismissal time. Students must be in attendance on the last school day preceding non-school day activities. Exceptions to the above policy can be made only by the Principal.

Student athletes must maintain a 75% cumulative average for all subjects for the quarter, with no failing grades. Eligibility will be reviewed every other Friday; if a student is not maintaining a 75% cumulative average for all subjects, the student will be ineligible to participate the following week (Monday through Saturday).

Student athletes must maintain satisfactory conduct, with a grade of 75% or above in conduct. As a result of misconduct, the principal may determine that a student is not eligible to participate in athletic activities for a certain time period.

### **Arrival and Dismissal**

#### ***Buses***

Indian Creek School District, Toronto City Schools, Edison Local Schools, Buckeye Local, Harrison Hills provide bus transportation to and from Bishop John King Mussio Junior High School. Buses drop off and pick up at locations mutually identified by the public school district and the School. The School office manager coordinates public school busing and can answer (or get answers) to 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 well before the first day of school. The School office manager can help with this or the parent can contact the transportation director of the public school district in which the student resides.

Junior High students are dropped off at the main entrance to Catholic Central High School and proceed directly to Lanman Hall if arriving before 7:40. After 7:40, students can proceed directly to their lockers and then to homeroom.

## ADDENDUM

### Diocese of Steubenville

#### ~Office of Christian Formation and Schools 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.

## **Junior Crusader Athletic Handbook**

### **Purpose of the Handbook**

This handbook provides students, parents, coaches, and others with information about the policies and procedures related to Junior Crusader Athletics at Bishop John King Mussio Junior High School.

### **Mission of Bishop John King Mussio Junior High**

Bishop John King Mussio Junior High School is a diocesan school serving the parishes of Jefferson County. Our primary mission is to provide a faith community that forms minds, hearts, and souls in the likeness of Christ. We foster the God-given gifts of our students through challenging academics, fine arts, athletics, and service in a learning environment based on trust and mutual respect.

### **Philosophy and Structure of Junior Crusader Athletics**

The Junior Crusader Athletic Program aims to provide instructive and competitive athletics within the overall mission of Bishop Mussio Junior High, and to promote sportsmanlike conduct and Christian behavior on and off the field. The Junior Crusader Athletic Program operates under the auspices of the Bishop Mussio Junior High principal, with the assistance of the Junior Crusader athletic director. Decisions regarding athletic offerings and participation are at the discretion of the principal. While separate from the high school, Junior Crusader Athletics operate with the goal of continuity with and further athletic development in the Catholic Central High School athletic program.

### **Teams**

Junior Crusader teams are:

Fall: Cheering (girls), Football (boys), Volleyball (girls)

Winter: Basketball (boys and girls), Wrestling (boys)

Spring: Track (boys and girls)

### **Conference**

The Junior Crusaders are members of the Buckeye Mountain Conference.

### **Athletic Director**

The athletic director reports to the Bishop Mussio Junior High principal or Assistant Principal. The duties of the athletic director include:

Recruiting coaches and ensuring they have or obtain a pupil activity permit

Attend monthly BMC meetings

Schedule games/meets for each sport

Oversee all sports sign-ups and required paperwork for student athletes (physicals, waivers, code of conduct, emergency authorization forms)

Assist coaches with scheduling facility use

Host annual Meet the Team and the end of the year Sports Assembly

Handle parent and coaches' issues and communicate concerns to the principals

Work with Junior Crusader Club parents to assure that an adult is responsible for opening and closing the event

## **Coaches**

Junior Crusader coaches are volunteers who are hired and supervised by the athletic director. Coaches are expected to promote the mission of Bishop Mussio Junior High School, the philosophy of Junior Crusader Athletics, including both instructive and competitive aims, and to serve as role models of sportsmanlike conduct and Christian behavior. Coaches are responsible for obtaining a pupil activity permit, for good stewardship of uniforms and equipment, and for knowing and complying with all relevant school, diocesan, and conference policies.

## **Eligibility**

Students are required to be in attendance for the entire school day in order to participate in athletic activities; specifically, the student must be present by the beginning of the second period and may not be dismissed before the regular dismissal time. Students must be in attendance on the last school day preceding non-school day activities.

Student athletes must maintain a 75% cumulative average for all subjects for the quarter. Eligibility will be reviewed each Friday; if a student is not maintaining a 75% cumulative average for all subjects, the student will be ineligible to participate the following week (Monday through Saturday).

Student athletes must maintain satisfactory conduct. As a result of misconduct, the principal may determine that a student is not eligible to participate in athletic activities for a certain time period.

## **Participation and Cuts**

Junior Crusader coaches have the discretion to cut students at the beginning of a season. Students may be cut for reasons including but not limited to: meeting a roster target as determined by the coach and the athletic director; a student does not have a realistic chance of competing in a particular season as determined by the coach; a student does not have a minimum level of athletic ability as determined by the coach.

## **Playing Time**

Junior Crusader Athletics are both instructional and competitive, with each coach determining playing time for students. Coaches are encouraged to communicate realistic expectations regarding playing time to each student.

## **Code of Conduct for Students**

Prior to participation in Junior Crusader Athletics, each student is required to read and sign the Code of Conduct Standards for Students which outlines the general principles and standards expected of all Junior Crusader athletes. **Appendix A**

## **Code of Conduct for Parents**

Prior to participation in Junior Crusader Athletics, each parent is required to read and sign the Code of Conduct Standards for Parents which outlines the general principles and standards expected of all Junior Crusader athletes and their parents. **Appendix B**

## **Diocesan Policy**

Athletic programs in Grades 7 through 12 shall comply with the rules and regulations established by the Ohio High School Athletic Association. Pupil activity permits are required for all individuals who will direct, supervise or coach a student activity program that involves athletics, routine or regular physical activity or activities with health and safety considerations, for ALL grade levels. (OAC 3301-27-01)

It shall be the responsibility of the pastoral administrator, building principal and directors of various extracurricular programs to insure that school activities of a non-religious nature are not scheduled during any day of the Sacred Triduum, i.e., Holy Thursday, Good Friday, and Holy Saturday. Specifically, activities of a non-religious nature are not to be scheduled between 12:01 a.m. of Holy Thursday through the completion of Easter Sunday.