

## **Bishop John King Mussio Central Elementary Student/Parent Handbook**

### **ABOUT THIS HANDBOOK**

This handbook provides students and parents with information about policies and procedures at Bishop John King Mussio Central Elementary School.

The provisions of the Diocesan Policy Manual are expressly incorporated through this handbook and are designated by (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.

### **BISHOP MUSSIO ELEMENTARY SCHOOL MISSION**

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 21<sup>st</sup> century.

## **OVERVIEW**

Bishop John King Mussio Central Elementary School operates as a pre-K through 5 school under the auspices of the Diocese of Steubenville. Mrs. Theresa Danaher is the school principal of grades pre-K through 5, and Fr. James Dunfee 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 faiths 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 was 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 School has 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.

### **Admission to Kindergarten (ORC 3321.01)**

Students enrolling in Kindergarten must be five (5) years of age by September 30<sup>th</sup> of the year of admission. Diocesan schools may, at their option, establish August 1<sup>st</sup> of the year of admission for Kindergarten students who are five (5) years of age at that time. (BJKM uses this date) Diocesan schools may also, at their option, establish dates between August 1<sup>st</sup> and September 30<sup>th</sup> of the year of admission for Kindergarten students who are five (5) years of age at these specified times. The Principal of the diocesan school shall consult with the Diocesan Superintendent of Schools concerning the admission of students to Kindergarten who do not meet the specified minimum age requirements.

### **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.

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

The primary source of operating income for the School 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 and contract 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 sign the tuition contract.
2. Families must set up an account through FACTS Tuition Management to pay tuition.
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 or a payment plan agreement is not reached.
6. If the School are 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. Families experiencing unusual financial difficulties which temporarily inhibit the regular payment of tuition and fees must contact the 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 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.

#### ***Withdrawal***

### **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	

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:

O	Outstanding
S	Satisfactory Average
N	Needs Improvement
N/A	Not Evaluated at This Time

### ***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 K-3 should expect up to 30 minutes of homework per night.
- Students in grades 4 – 5 should expect 40-60 minutes of homework per night, excluding special projects.

Each teacher posts homework or lesson plans on RenWeb or in their Google classroom.

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 students to share information on the student's schoolwork midway through the 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 in grades 4 & 5. This list contains the following designations:

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

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

Subjects included in the Honor Roll are 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**

The Elementary School assists parishes and parents by providing instructional preparation for Reconciliation and First Eucharist in the second grade. 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 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.

Students who require special education services must be identified through the procedures specified by the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (eff: 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)

Bishop Mussio Elementary is the provider for both the Jon Peterson Special Needs Scholarship and the Autism Scholarship. 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.

In the elementary we service students on the Autism Spectrum from Preschool through fifth grade, and students with other disabilities in Kindergarten through fifth 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 participate in the testing program of the Diocese. The Iowa Test of Basic Skills is administered each spring. Students in grades 3-5 on state scholarship programs are also 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 instruction & hours 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 school** after the tardy bell (8:10 am) must report to the office for a tardy slip before entering the classroom. Students in kindergarten & preschool must be accompanied to the office by a parent or guardian & then walked to their building. 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***

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.

Students on the Ed Choice Expansion Scholarship may have no more than 15 unexcused absences in a school year in order to renew scholarship.

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)

### ***Daily Schedule***

<b>Elementary</b>	<b>Elementary</b>
Morning Bell	
Homeroom	8:00 – 8:20
1 <sup>st</sup> Period	8:20 – 9:00
2 <sup>nd</sup> Period	9:02 – 9:42
3 <sup>rd</sup> Period	9:44 – 10:24
4 <sup>th</sup> Period	10:26 – 11:06
5 <sup>th</sup> Period	11:08 – 11:48
Lunch	11:00 – 11:20 (K-1) 11:25 – 11:45 (2-3) 11:50 – 12:10 (4-5)
Recess	11:20 – 11:40 (K-1) 11:45 – 12:05 (2-3) 12:10 – 12:30 (4-5)
6 <sup>th</sup> Period	11:50 – 12:30
7 <sup>th</sup> Period	12:32- 1:12
8 <sup>th</sup> Period	1:14 – 1:54
9 <sup>th</sup> Period	1:56 – 2:36
Dismissal	2:38

### ***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
- RenWeb Parent Alert

In the event of a two-hour delay:

- The Elementary School will begin at 10:00 am. Students may not arrive before 9:30 a.m. Lunch periods will remain the same. The close of the school day remains at 2:38 p.m. **There will be no morning preschool when the start of school is delayed.**

### ***Birthday Treats for Pre-School-5<sup>th</sup> Grade***

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, without their prior approval
- Suggested treats: cookies, krispie treats, donuts or cupcakes
- No drinks, please!
- Please send napkins with the treats if needed.

## **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. club activity, sports game or practice), and as the student travels to and from school, 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.**

***Conduct Grade and Demerit System***

Students in grades 4-5 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.

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 principal will be the final authority regarding the number of demerits to be assigned in cases of student misbehavior. Students with an F in conduct will not be eligible to attend school extra-curricular activities.

Classroom teachers in grades PK-5 will determine classroom rules and behavior expectations. Teachers will communicate these expectations to the students.

Conduct in grades 1-3 will reflect adherence to classroom behavioral expectations.

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 principal, reserves the authority to promulgate school rules, define student misbehavior and determine appropriate punishment and sanctions for violations of School rules.

*Violations for which 1-5 demerits are usually given:*

- Chewing gum, littering, general disorderliness
- Classroom disruptions, i.e. talking during class, answering out, out of seat without permission, etc.
- Being in an unassigned area without permission
- Not being prepared for class
- Uniform policy violations

*Violations for which 5-10 demerits are 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 (assignment grade will be impacted also)
- Inappropriate behavior in church or during prayer
- Possession of a cell phone or electronic devices during school hours

*Violations for which 10-20 demerits are 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.

### ***Additional Disciplinary Measures***

Other forms of punishment for misbehavior such as loss of privileges, written punishment assignments, "time out," in-school suspension, 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.

### ***Detention***

The Principal may assign detention to a student in grades 4-5 for the following reasons:

- A student accumulates ten demerits during a quarter
- A student whose misbehavior is determined by the Principal to be serious or habitual.

Students in grades 4-5 will serve detention from 2:45 – 3:30 pm. A notification will be sent home to inform parents of the requirement to serve detention and is to be signed and returned to school.

### ***Suspensions and Expulsion***

The following procedures for suspension and expulsion apply to all schools in the Diocese of Steubenville. The intent is to keep communications clear between the Office of Education and the Schools, and to remove any appeal beyond the concurrence of the superintendent and principal in cases related to expulsion. Decisions related to suspensions fall within the authority of the Schools.

The Principal may suspend a student for serious misbehavior or a repeated pattern of misbehavior. There is no appeal of the Principal's decision to suspend a student. (DH)

When imposing a sanction of suspension for student misbehavior, the Principal:

- Provides a hearing for the student to review reason(s) for the suspension.
- Determines the number of days of suspension to a maximum of ten (10).
- Informs the Pastoral Administrator of the decision to suspend the student.
- Notifies the parents/guardians by certified mail of the reason(s) for the suspension and the number of days and dates involved; and that the student is responsible for "making up" class work missed during period of suspension.

Suspensions are subject to these procedures:

- Student must report to the School office in uniform with a parent by 8:10 am in the Elementary to pick up all assignments.
- Student must return to the School office 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 principal 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 may implement an immediate suspension prior to a hearing if the Principal determines that the safety of students, staff or the normal conduct of instruction is in jeopardy.

### ***Expulsion***

An expulsion action may 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 diocesan procedures in an expulsion action are the following:

The Principal:

- Gathers appropriate documentation leading to a recommendation for expulsion and provides for a hearing with the student and the parents/guardians.
- Confers with Pastoral Administrator for agreement to recommend expulsion.
- Recommends 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 superintendent 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 superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendation(s) of the diocesan superintendent and notify the parent/guardian of those recommendations in writing.

All written communication to the parent(s)/guardian(s) will be sent by certified mail.

(DH)

### ***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 Principals and Teachers shall enforce this policy as an integral part of their employment responsibilities. (DH)

### ***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, that interferes with the ability of a student or students to receive an education. (DH)

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. (DH)

### ***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. (DH)

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 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. (DH)

### **DRESS CODE**

The purpose of the Dress Code is to help students maintain a neat and clean appearance, to encourage an attentive and focused educational environment, and to promote the virtue of modesty. The ultimate interpretation and enforcement of the dress code rests with the principal. The guidelines articulated below are meant as a general set of expectations and are not exhaustive. The regular uniform generally applies from October 1 – April 30; however, the principal will determine the exact dates on an annual basis.

## Elementary School Girls

### *Elementary Girls Summer Uniform*

- Navy blue or khaki walking shorts (NO cargo shorts)
- Navy blue, brown or black belt (MUST be worn with shorts grades -5)
- **Light blue or white polo shirt** (Short or long sleeve, regulation style same as Schoolbelles. NO ruffles, trim etc.)
- White or black 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)

### *Elementary Girls Summer Gym Uniform*

- Royal blue mesh shorts (Target Shop in Steubenville)
- Royal blue "Bishop Mussio Elementary t-shirt (Target Shop in Steubenville)
- White or black socks
- The gym uniform will be worn the entire gym day.

### *Elementary Girls 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 "Bishop Mussio" sweatshirt (purchased from the school fundraiser) is permitted.
- 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), or cardigan
- \*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.

### *Elementary Girls Winter Gym Uniform*

- Royal blue sweatpants (Target Shop in Steubenville)
- Royal blue "Bishop Mussio Elementary" long sleeve sweatshirt (Target Shop in Steubenville)
- The gym uniform may be worn the entire gym day.

### *Elementary Girls Shoes*

- For gym uniform and the summer uniform shorts: **Low, mid-cut, SOLID-colored tennis shoes in white, black, grey, navy or royal blue. LACES same color as shoe.**
- For skirt, jumper and pants: **dress shoes in brown, black, navy, grey or tan. Oxford, loafer and Sperry-type shoes are permitted in above colors (no prints).**
- 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.

### *Elementary Girls 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.

## ***Elementary School Boys***

### ***Elementary Boys Summer Uniform***

- Navy blue or khaki walking shorts (NO cargo shorts)
- Navy blue, brown or black belt (MUST be worn with shorts grades 2-5)
- **Light blue or white polo shirt** (Short or long sleeve)
- White or black socks

### ***Elementary Boys 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.

### ***Elementary Boys 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 "Bishop Mussio" sweatshirt (purchased from the school fundraiser) is permitted.
- 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.

### ***Elementary Boys 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.

### ***Elementary Boys Shoes***

- For the gym uniform and the summer uniform shorts: **Low, mid-cut, SOLID-colored tennis shoes in white, black, grey, navy or royal blue. LACES same color as the shoe.**
- For dress pants: **Dress Shoes in brown, black, navy, grey or tan.**

### **NOT Approved:**

- High top or mid high tennis shoes.
- Tennis shoes with any designs, patterns, lights etc

### ***Elementary Boys Jewelry***

NO earrings are permitted.

### ***Elementary Boys 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 (i.e. Mohawk.) Hair should be groomed and neat.**

### ***Elementary School 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 (including parents, volunteers, student teachers, field experience students) must report to the Elementary School immediately 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 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.

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 Emergency Operations 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, rubeola, 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 test 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 written permission slip 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 and 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 homeroom 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.

BJKM will provide and maintain LTA free tables in the cafeteria as needed by the Individual Health Care Plan. These tables will be designated by a universal symbol. These tables will be cleaned and sanitized. Elementary schools encourage "NO FOOD TRADING" and "NO UTENSIL SHARING" policies to minimize accidental exposure to allergens.

**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.** In addition parents should do the following:

- Provide the school nurse with enough up-to-date emergency medications (including EpiPens) so they can be place 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. All staff has been trained and holds a current and valid certificate CPR/First Aid. 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. 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" bin is kept in the School to which any books, clothing, toys, jewelry or other items found around the building are delivered. Students losing anything should check the bin. At the end of the quarter, 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. Milk is also available for purchase. The cost and procedures for ordering hot lunches and milk will be communicated to parents during the first week of school. 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 need to communicate a dismissal change. 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 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 a cell phone that is confiscated from a student. Students may make necessary phone calls during the school day from the school office.

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 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.

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

The building, grounds, classrooms, and lockers located within our Bishop Mussio Elementary 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. (DH)

### ***Recess***

Elementary School 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 be used only during after school care and are the sole responsibility of the student and the 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.

## **SPORTS**

### ***Elementary School***

The School sponsors athletics programs for students in grades 5<sup>th</sup> along with 6<sup>th</sup> from the Jr High. Sport Clinics for younger students are offered during the year.

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 in grade 5 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. 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 and Steubenville City Schools provide bus transportation to and from Bishop John King Mussio Central Elementary. 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.

During the first day of school, teachers will tell each student where to wait for the bus (and provide help in getting to the correct location). 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.

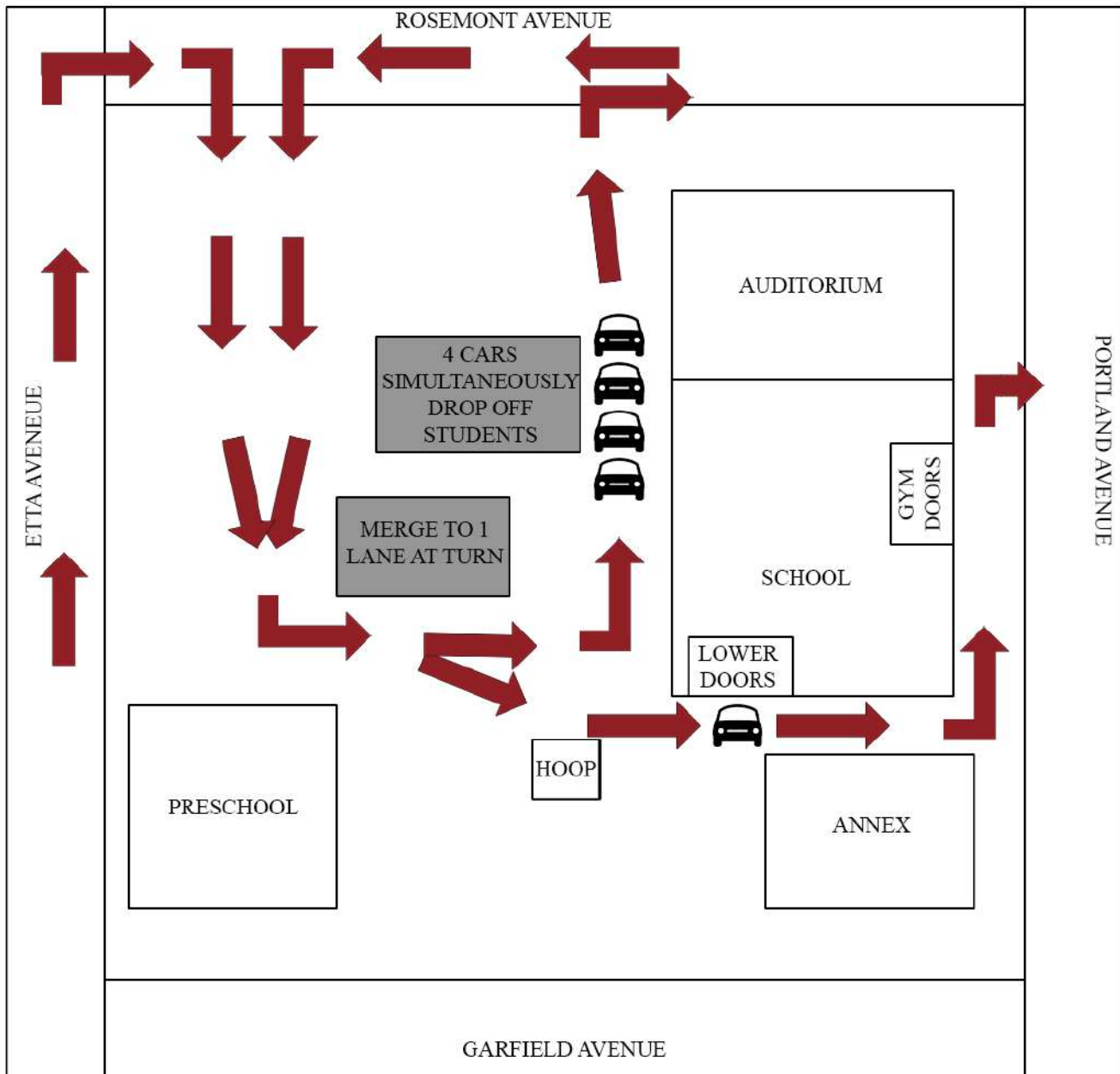
Students must ride the bus to which they have been assigned by their district. Only students assigned to a bus may ride that bus. Therefore, students are not permitted to ride home with any other student on his/her bus even if parental permission is given.

Student behavior on the bus is covered by the school's discipline policies just as if any infractions had occurred in school.

### ***Elementary School Arrival***

Elementary School students will be dropped off at the breezeway or the lower playground doors beginning at 7:30 am. Grades K-2 will wait in the church auditorium for their teacher and grades 3-5 will enter the building and wait in the gym. A staff member will proctor both arrival sites until teachers pick up their classes.

- 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.



## ***Elementary School Dismissal***

School dismissal is at 2:45 p.m. **Families are required to have *our school issued dismissal sign* in the front window of your car with family name showing. Each year families are issued new signs.** This enables us to have your child(ren) ready to be placed into your car and identifies you as an authorized pick up person. In the event that you misplace your sign or have someone else pick up your child, you must call the office by 2:15pm. Our staff will then issue a green slip that will be given to your child for dismissal. If you do not have the sign or your child does not have a green slip, you will be required to park your car and come to the office to sign out your child. This policy has been put in place to ensure the safe dismissal of all students. Thank you for your cooperation.

### **Car Dismissal:**

***Gym Pick Up: Family last name ending in letters A – J***

***Breezeway Pick Up: Family last name ending in letters K – Z***

- **These letter groups can change based on current enrolled families**

Families are required to have ***the school issued dismissal 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. \*New signs are required each year.

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 car**

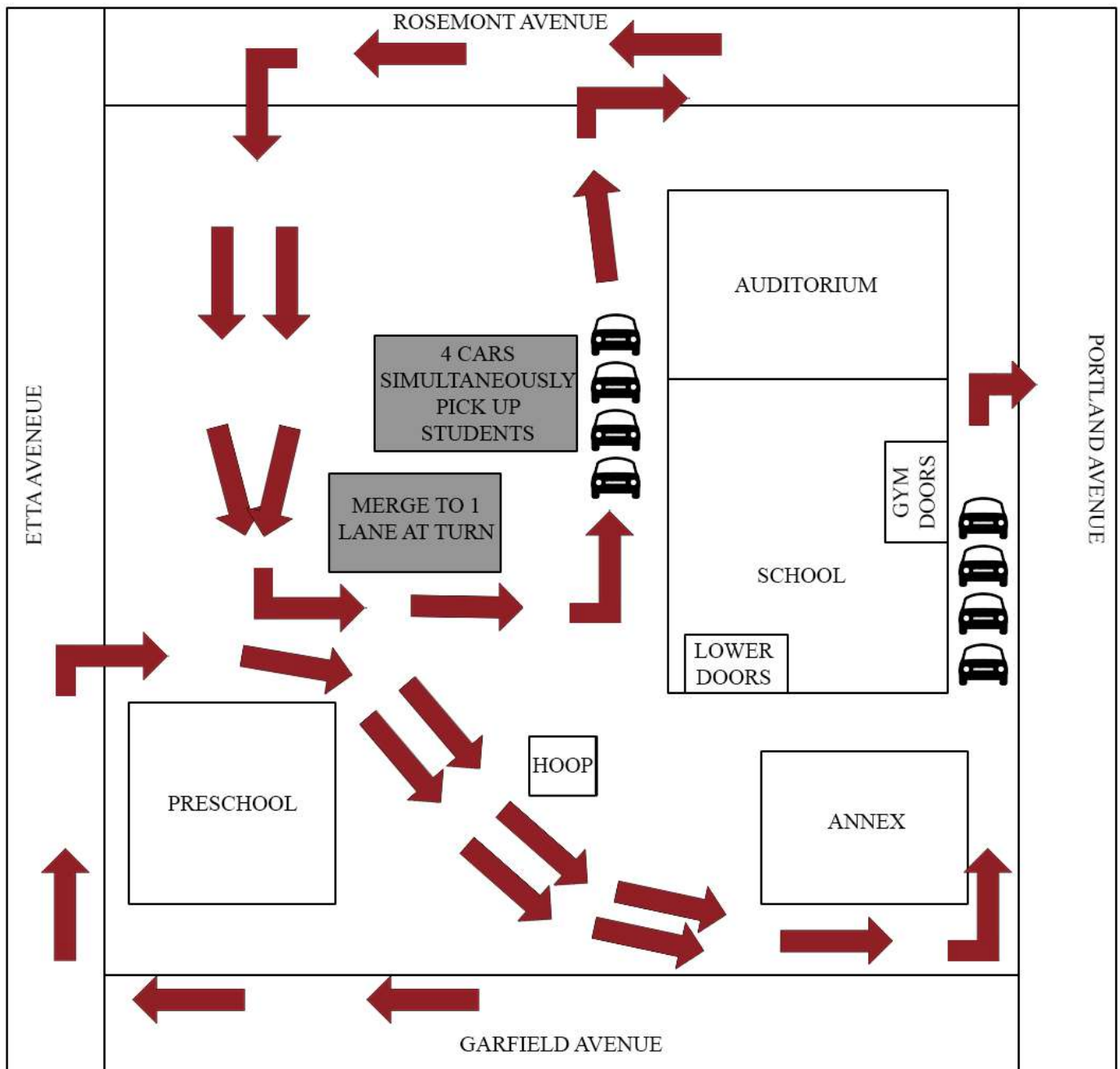
### **Gym (A-K)**

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 UNLESS YOUR CHILD IS A "WALKER". LINE CUTTING OF ANY TYPE IS NOT PERMITTED. Each driver should display the school issued sign in their front vehicle window 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 (L-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 UNLESS THEY ARE DESIGNATED WALKERS. 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.

\*Carpooling is permitted. Parents must completed authorized pick up form and the driver must have the family dismissal sign for that child.



### 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.

### Elementary School Bus Students Pick – Up

All bus drop off and pick up is in front of the church on Rosemont Avenue. This is a designated Bus Loading Zone.

## ADDENDUM

### Diocese of Steubenville

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## 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.

