



# Bishop Leibold Catholic School Family Handbook 2014-2015

**Mission Statement:**

*“ Bishop Leibold School is a Catholic community of students, teachers, parents, parishioners, and religious working together to develop our baptismal call to serve God’s people through prayer, study, and action. We are a faith community actively promoting and modeling the Gospel message.*

*At Bishop Leibold we recognize the importance of nurturing the whole student. We are a community that develops and promotes a strong educational foundation that recognizes the capabilities and talents of each individual. Prayer and worship are important expressions of our daily lives.*

*We are a community that respects life and works to appreciate that gift in our families, neighborhoods, and global communities. “*

West Campus (Pre K/Preschool- 3<sup>rd</sup>)  
24 South Third Street  
Miamisburg OH 45342  
Phone #: 937-866-3021  
Fax #: 937-866-5680

East Campus (4<sup>th</sup> –8<sup>th</sup>)  
6666 Springboro Pike  
Dayton OH 45449  
Phone #: 937-434-9343  
Fax #: 937-436-3048

School website: <http://bishopleiboldschool.com>

Fr. Thomas Nevels, Pastor  
Our Lady of Good Hope Church

Fr. Thomas Shearer, Pastor  
St. Henry Catholic Church

Mr. Paul J. Beyerle, Principal

August 2014

Dear Parents and Students,

This handbook is provided as a framework for how we do business and operate at Bishop Leibold School. The rules, regulations and policies are typical of most schools with some additions that are particular to BLS.

While this handbook is an attempt to be as inclusive and detailed as possible, not all questions and concerns are answerable in this document. If at any time you have questions in regards to what is found in our handbook, I ask that you contact me or the school board for clarification. It is important to me that there is mutual understanding on why we have a particular rule or policy.

Bishop Leibold School is a great place for students to attend school. “Grace driven, truth focused” is the philosophy on how the school is managed. We are driven to become better Catholics and individuals and to do good things in our school environment, with the understanding that the principles of the Catholic Church are our foundation.

Every school year we try to make it the best for each and every one of our students. Please assist us again in blossoming new hopes and aspirations for the students who attend Bishop Leibold School.

Yours in Catholic Education,

A handwritten signature in blue ink that reads "Paul J. Beyerle". The signature is written in a cursive style with a large initial 'P' and 'B'.

Paul Beyerle  
Principal

## **Bishop Leibold School: The Principles That Define Us**

1. Bishop Leibold School is founded on Jesus Christ. Jesus inspires and guides every dimension of our school: our philosophy of education, our curriculum, our community life, and our expectations of ourselves and one another. The life in Christ is informed by Sacred Scripture and the teaching and practice of the Catholic Church.
2. Parents are the primary educators of their children. BLS partners with parents in the task of education.
3. BLS also partners with parents in the work of forming children and families to be disciples of Jesus Christ – people who know and practice the Catholic faith, and share it with others to build up the Kingdom of God.
4. BLS believes in educating the whole person, aiming to gradually develop the intellectual, physical, psychological, moral and spiritual dimensions of each student.
5. BLS is a community of students, teachers, parents, administrators and pastors working as a team for the common good of our school community.
6. BLS believes in creating a school environment that is immediately recognizable as Catholic and reflects the atmosphere of family life.
7. BLS believes in hiring teachers that are practicing Catholics who are enthusiastic witnesses for Jesus Christ.
8. BLS believes that Catholicism should permeate all aspects of the BLS experience.
9. BLS believes that the Christian witness of parents, teachers, pastors and other adults in the school community is essential to the formation of our students. How we act – in and out of the classroom – is often more important than what we say.
10. BLS provides a solid religious education based in the knowledge and practice of the Catholic faith. We believe that our partnership with parents in the formation of their children is only fully effective when the Catholic faith is also practiced in the home.

These principles were adopted by the BLS Advisory Board in May of 2008 after consultation with teachers and parents. They are based on the Catholic Church's teaching on Catholic schools and were distilled from a speech entitled The Holy See's Teaching on Catholic Schools (see <http://www.freerepublic.com/focus/f-religion/1494937/posts>) by Archbishop J. Michael Miller C.S.B former head of the Ohio for Catholic Education at the Vatican.

## **PARENTAL RIGHTS/ RESPONSIBILITIES**

### **Parents have a right to:**

- a school atmosphere free from disruption and conducive to the education process
- be informed about educational programs
- competent teachers and school staff
- be informed to a child's progress
- examine their child's school records
- be informed of the rules and regulations
- have school administrators fairly and consistently enforce reasonable rules and regulations
- discuss the grading system with individual teachers
- confidentiality of school records
- have their children treated with respect.

### **Parents have a responsibility to:**

- see that your child attends school regularly and on time
- make certain that your child is clean and dressed according to the uniform code
- guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions
- teach your child by word and example, respect for the law, for school rules and regulations and for the rights and property of others.

## **SCHOOL BOARD**

Reverend Thomas Nevels  
Reverend Thomas Shearer  
Mr. Paul Beyerle, Principal  
Chris Cool, President (GH)  
Patty Borgman, Vice- President(GH)  
Molly Baker, Secretary(GH)  
Joel and Madonna Belvo (GH)  
Barb Driehaus(SH)  
Pat Foley (GH)  
Theresa Fultz (SH)  
Jessica Hylander (non-parishioner)  
Jeff Porter (SM)  
Tony Rose (SH)  
Amy Thorson (SH)  
Mike Schmitz, Treasurer (GH)  
Christina Mays, Bookkeeper (SH)

Board meetings are held at 7:00 P.M. on the third Tuesday of each month. The meetings will rotate monthly between the two campuses. The August meeting will be held at the East campus. All regular board meetings are open to the public. See parish bulletins for location.

For a topic be placed on the agenda, it must be submitted in writing to the principal and/or any member of the Board no later four (4) days prior to the scheduled board meeting.

## **SCHOOL STAFF AND ASSIGNMENT**

Principal .....	Mr. Paul Beyerle
Technology Coordinators .....	Kevin and Lisa Frye
Pre School/Pre K Program.....	Mrs. Lynn Roesch
Kindergarten .....	Miss Beth Golonka
	Mrs. Erica Hicks
Grade 1 .....	Mrs. Cheryl Fahrig
	Mrs. Chris Kemper
Grade 2 .....	Mrs. Nancy Jeanmougin
	Mrs. Lisa Miller
Grade 3 .....	Miss Jill Klimaski
	Miss. Jennifer Schwertman
Grade 4 .....	Mrs. Rebecca Cornett
	Mrs. Laura Schommer
Grade 5.....	Mrs. Tina Blair
	Miss Melissa Cox
Grade 6 .....	Mrs. Chris McGeady
	Mrs. Sandy Martin
Grade 7 .....	Mrs. Becky Kondritz
	Mr. Brian Rao
	Miss Alissa Fink (non HR)
Grade 8 .....	Mrs. Joyce Kerschner
	Mrs. Chris Kopec
Reading Specialist .....	Mrs. Debby Reinstatler
Speech and Language .....	Mrs. Julie Fronista
Intervention Specialist .....	Ms. Stephanie Pugar
Art – East Campus.....	Ms. Judy White
Art – West Campus .....	Mrs. Sarah Brashears
Music .....	Mrs. Tina Young
Physical Education .....	Mr. Mark Steberl
STEM Coordinator and Instructor.....	Mrs. Beth Allaire
Spanish and Religion .....	Mrs. Chris Kopec
Band .....	Mrs. Lauren Tucker
School Nurse .....	Mrs. Mary Proctor
Secretary .....	East – Mrs. Amy Hrt
	West – Miss Julie Wehner
East Cafeteria Manager .....	To be announced
West Cafeteria Manager .....	Mrs. Carol Bond

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## 1. **ADMISSION / REGISTRATION REQUIRMENTS**

Admission to Bishop Leibold School is open to all **children** regardless of race, sex, national origin, age, and disability (if with reasonable accommodation the child's needs can be met). In the event that there are more applicants than the school can reasonably accommodate, preference will be given to the parishioners of St. Henry and Our Lady of Good Hope.

### Registration Requirements:

- Completed information sheet, application, and registration forms
- Copy of Birth Certificate and Social Security card/number.
- Baptismal Certificate for Catholic Students.
- Custody papers, if applicable.
- Immunization records.
- Previous report card.
- Registration fee of \$150.00 per family (non-refundable)
- Screening exam to be completed before final admission is granted.

## 2. **ADMINISTRATIVE DETENTION**

East Campus: Detentions assigned due a violation of the Code of Conduct – Group A, Group B, Group C are to be served on the following Wednesday after the offense. Students who are absent or excused the day of an Administrative Detention are required to attend the following Wednesday. Students who fail to attend the detention will be assigned an additional detention. The detention time is 3:05pm to 4:00pm. Students serving detention are not permitted to complete homework during this time.

West Campus: After school detention will be administered only after other options have failed.  
Detention Time: 3:00pm to 3:30pm

## 3. **ARRIVAL AT SCHOOL**

The school hours at Bishop Leibold campuses are: **Grades 1 to 8 – 8:10 A.M. to 3:00 P.M.**

**Kindergarten – Morning – 8:10 A.M. to 11:00 A.M.**  
**Extended day KD – 8:10 A.M. to 3:00 P.M.**

Students are asked to arrive at the East Campus no earlier than 7:45 A.M. and at the West Campus no earlier than 8:00 A.M., unless the bus schedule dictates otherwise.

East Campus Procedures: Students are to report to their first period (homeroom) at 8:00 A.M. (FirstBell). Classes begin at 8:10 A.M. with prayer, the pledge, and morning announcements (Second Bell). Students not in their room by the second bell are tardy. **(Four unexcused tardies in a quarter result in a Wed. detention)**

West Campus Procedures: Students will be permitted to go to their classrooms at 8:00 A.M. Classes begin at 8:10 A.M. with prayer, the pledge, and morning announcements. Students not present in their room by 8:10 A.M. are tardy. Students whose bus arrives before 8:00 A.M. will be supervised in the cafeteria. **(Four unexcused tardies in a quarter – recess detention – 10 minutes)**

#### **4. ATTENDANCE**

Parents are asked to call the school before 8:45 A.M. to report a child's absence. A telephone message will not be necessary if another child in the family reports the absence to the office. **If you would like to have your child's homework picked up at 3:00 P.M. or sent home with another student, please indicate this when you call in your child's absence.** A note should be sent in with your child when they return explaining the reason they were out of school.

Chronic Truant - A child absent "without legitimate excuse" 5 or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in one school year is a chronic truant.

Habitual Truant – A child absent "without legitimate excuse" 5 or more consecutive school days, 7 or more school days in one school month, or 12 or more school days in one school year is a habitual truant.

\* Chronic or Habitual truants (defined by State of Ohio attendance rules) may have their case submitted to juvenile court. Attendance violations are grounds for a student being withdrawn from BLS.

Excused/Authorized Absences include:

1. personal illness
2. illness in the immediate family
3. quarantine of the family
4. death of a family member
5. emergency or circumstance which in the judgment of the principal constitute a good cause for absence.

Unexcused / Unauthorized Absences include:

1. shopping
2. oversleeping
3. missing bus or ride
4. non-school athletic events
5. vacations

Parental permission does not make an absence excused or authorized if it does not meet the criteria set forth above. Students are responsible for any missed assignments during their absences. Time allowed for make-up work to be completed is equal to the number of unexcused days missed.

Vacations – Parents assume the responsibility if a child is taken out of school for a family trip. The principal is to be notified prior to the vacation period. **All work that has been missed is to be made up within one week after the student's return. Teachers are not required to get the work ready for the student before they leave.**

Appointments – Parents should send a note, dated, and signed by the parent to the school office stating the appointment time, departure time and the name of the adult responsible for the students' whereabouts. The responsible adult must come to the office to sign out the student and must sign in upon the student's return. Students are responsible for any assignments due during the time of their absence.



## 5. BOOK CARE

A book bag should be used whenever books are taken home. Also, all textbooks should be covered. Textbooks are expensive and disregard to their proper care can result in book fines and complete replacement of the assigned text.

## 6. BULLYING

Every student has the right to feel physically, socially and emotionally safe at Bishop Leibold School. Taking Principle #6 from The Principles that Guide Us, BLS believes in creating a school environment that is immediately recognizable as Catholic and reflects the atmosphere of family life. Bullying behavior is contrary to our Catholic beliefs on how we treat one another and is counter to our mission statement, “We are a faith community actively promoting and modeling the Gospel message.”

Bullying is a form of aggression different from normal conflict. Important to remember is that bullying is an imbalance of power that is characterized by intentional and repeated actions to create stress, injury or discomfort to another. Bullying implies that a student is being targeted with either physical or verbal actions. These actions could include punching, shoving, tripping, name calling, gossip, teasing, humiliation, ostracizing among many other types of hazing or intimidating behaviors.

### **What should a student do if he or she is the target of bullying?**

- Clearly and firmly tell the person to stop
- Remove yourself from the situation
- Do not retaliate
- Do not ignore the incident, immediately report it to an adult at school
- Avoid being alone with the person involved
- Inform your parents
- Review the statements included in the BLS Pledge

### **What will the school do when an incident is reported?**

- Respond quickly and sensitively to the report
- Maintain confidentiality, unless the victim is willing to confront the aggressor in the presence of the principal to resolve the issue
- Deal with bullying on an individual basis
- Provide immediate consequences for retaliation against students who report bullying

### **What will the BLS Community do to promote a safe environment?**

- Supervise students in all areas of the school and playground
- Watch for signs of bullying and intimidating behaviors and intervene when it happens
- Review the BLS pledge with students on a quarterly basis
- Take seriously parent and student concerns in regards to bullying

## 7. BUS TRANSPORTATION

Bus transportation is provided for those eligible by the Miamisburg, West Carrollton, Centerville, and Springboro School Districts. All bus schedules, regulations, and routes are determined by these school districts. Those families who live outside the above districts and provide their own transportation will be reimbursed by the State at the end of the year for each day their child attended class. (You must apply for this through your district.) Note: Students from another school district can be transported and be eligible for transportation by Centerville, Miamisburg, Springboro and West Carrollton through authorization by the district’s school board.

- Lists of all students eligible for bus service are kept on file at each districts' Board of Education. Withdrawals, new enrollments, or change of address, necessitating change of bus assignments, should be given to the school office in order that this information may be forwarded to the proper district.
- Children are requested to talk quietly and to behave in a Christian manner while on the bus.
- Children may ride ONLY on the bus to which they have been assigned unless they have a permit authorized by the principal to use another bus. To obtain this, parents must make the request by written communication. **A child from one school district is not permitted to ride a bus from another public school district.**
- Any child who causes a disturbance on the bus will be given a warning, and parents will be notified of their child's conduct. Continued misbehavior will result in denying the child the privilege of riding the bus. Questions regarding bus schedules should be directed to transportation supervisors at the following offices: Miamisburg (866-1283), Springboro (748-3960), West Carrollton (859-5121 X 8960), and Centerville (885-7776).

## 8. CAFETERIA

*Well-balanced hot meals are prepared for our students each day at both campuses. Students are not permitted to bring canned or bottled pop or any carbonated drink as part of the sack lunch program.*

**\*\*The Bishop Leibold Cafeteria is serviced and operated by the St. Albert Nutrition Services.**

### **OFFER VS. SERVE**

When your child purchases a meal, they have an option known as "offer versus serve," a strategy that is intended to reduce plate waste. Students have the option of choosing at least 3 of the 5 meal components. The 5 components are:

- Meat/meat alternative (cheese, egg, beans, etc.)
- Fruit
- Vegetable
- A bread or grain
- Milk

It would be preferred that students select all 5 components since each provides specific nutrients important to health and growth.

Please visit the website for information on breakfast programs, café updates, menus, payment options, free and reduced forms, lunch prices, snacks, and nutritional information. You can access it through the school website or go directly to [www.stalbertnutritionservices.com](http://www.stalbertnutritionservices.com)

### **SNACKS**

Our east campus cafeteria also offers a variety of low fat, low sugar snacks each day. Students have a choice of what they purchase.

If you wish your child not to purchase snacks, please do not send cash with your child.

Snacks are not permitted to be purchased from lunch accounts. Students are not allowed to purchase snacks unless they have either packed a lunch or purchased lunch in our lunchroom.

Children that owe for a lunch charge are **not** permitted to buy snacks, until all charges are paid.

### **PRE-PAID ACCOUNTS**

KD through 6<sup>th</sup> grade parents may pre-pay for their children's lunch and milk.

7<sup>th</sup> and 8<sup>th</sup> grade parents may pre-pay for their children's lunch, milk and ala-carte lunch line. (Pizza, Bosco Sticks, etc.)

The cashier or manager will be available for parents/students to put money on the cafeteria debit system every morning between 7:30-8:00 a.m.

Money may also be sent in an envelope marked with the student's name, homeroom number, teacher's name and pin number.

The system will only work for students if there is money, pre-paid, in their account.

Please make checks payable to Bishop Leibold School Cafeteria.

Also available is payment by credit card. Please visit the school website or go to Payforit.com. You may also view your child's balance.

Please keep East and West payments separate.

If you have more than one child in the same building, you may write one check (or send cash) for both but please indicate how much should go on each account. If you don't tell us, we will split the amount evenly. Each student has his/her own account.

### **CHARGES**

If a student forgets their lunch money or fails to bring in a packed lunch, they will be given permission to call home for their money or for a packed lunch. If your child was unable to contact you, he/she may charge a lunch on their account. All charges are to be paid the following day. If the charge has not been paid, the student's parents will receive a letter stating the amount the child owes.

If the charge has not been paid after 3 notices have been sent home, the charges will be sent to the principal for collection.

Students will only be permitted to charge up to two lunches. After the child has charged 2 lunches, they will no longer be able to charge and will receive a peanut butter sandwich.

### **FREE AND REDUCED LUNCHES**

Free and reduced price lunches are available to families who qualify. Applications are sent home to each family at the beginning of the school year. If an application is needed, it may be found on the school website or you may contact the cafeteria manager.

### **PARENT LUNCH WITH CHILDREN**

Parents who wish to have lunch at school with their children need to notify the cafeteria between 8:00am-8:30am.

*No fast food/take out orders may be brought to the lunchroom by parents.*

**STUDENT LUNCH PRICES** for the 2014-15 school year (as of the start of school, they are subject to change at any point in time):

Lunch - \$ 2.75

Milk - 50¢

Kindergarten ONLY – Juice 50¢

## 9. CANCELLATIONS/ DELAYS

It is important that all families understand how the bus systems work. Four bus districts serve Bishop Leibold.

### - *Delays:*

*In case of delays, follow the bus system that your student rides.* If one of the districts has a 1 or 2-hour delay, all students who ride that system's buses, including Bishop Leibold students, are delayed. For example: A BLS student normally rides a Springboro bus at 7:15 A.M. If Springboro were on a 2-hour delay, the BLS student would be picked up at 9:15 A.M. at his regular stop. Since the bus was the reason for the delay, that student would not be counted tardy.

### - *Closings:*

Regarding school closing, Bishop Leibold will be closed only when Bishop Leibold School and /or Miamisburg City Schools are specifically named on the television or radio. *In the case of school closings, listen for Bishop Leibold School.* Please listen to WHIO radio 1290 AM, radio station WSCJ, or television stations WHIO (Ch.7) or WDTN-TV2 (Ch.2). Please do not call the rectory in this regard.

### - *Early Dismissal:*

In this situation, the students are at school, the weather deteriorates, and the bus system decides to get the students home early. *In the case of early dismissals, follow the bus system that your student rides.* Example: A BLS student rides his usual West Carrollton bus to school. During the morning it begins to snow. West Carrollton bus district decided to transport students home at 1:00 P.M. The BLS student would ride his West Carrollton bus home at 1:00 P.M. He would not be counted absent, as the bus was the reason for his leaving.

**Pre-Kindergarten and Pre School classes** will be cancelled if **both** Springboro and Miamisburg City Schools are on a two hour delay. Pre-K and Pre School days missed due to delays will try to be rescheduled as make-up days.

NOTE: In August, parents fill out an Emergency Dismissal Form for each student. This form gives the procedure determined by the parent for each student to follow in the case that school gets out early. It is not possible to notify all parents by phone. If the weather is unusually bad, please watch the TV for your bus district to be named. **If unsure, you may call the school or check the school website at [www.bishopleiboldschool.com](http://www.bishopleiboldschool.com)**

## 10. COMMUNICATION:

### SCHOOL COMMUNICATION

School communications will be delivered through the homerooms once a week, on Wednesdays. Please check with your students each Wednesday afternoon to receive these communications.

If your organization is submitting copy for the School Offices to copy flyers for the students, the copying deadline is each Monday at noon. If school is not in session on the Monday before your organization's Wednesday release date, the deadline will be noon of the preceding Friday (or noon of the preceding last in-session school day). As a courtesy to our parent volunteer leaders, exceptions to this copying deadline due to unforeseen circumstances may be granted by the school secretaries; please call them to discuss this possibility.

## **DESIGNATED CARRIER PROGRAM**

The school often sends communications through our Designated Carrier Program, which reduces environmental and school administration costs. The Designated Carrier for each family will be their **youngest** BLS student, unless the parent/guardian specifies otherwise on the form provided at the beginning of the school year.

It is the student's responsibility to bring home written materials produced by the school or other supporting organizations. Please check often with your designated carrier student for materials that have been sent home.

Bishop Leibold School receives many requests to send home flyers or handouts from different groups or organizations. Please note the following guidelines the school will use in order to allow materials to be sent home via our designated carriers:

- BLS school-related announcements or fund raising materials (ex: CommUnity and Leibold Loyalty Points programs, SCRIP, Magazine Sale)
- BLS- or parish-sponsored organizations or events (ex: Bishop Leibold Athletics / CYO Cub/Boy Scouts, Brownies/Girl Scouts, school extracurriculars, ScienceFEST, etc.)
- Announcements from Our Lady of Good Hope / St. Henry (ex: Knights of Columbus, Vacation Bible School, Confirmation, First Communion.)
- City, Township, Metro Parks or YMCA programs for students
- Materials from local high schools.

Organizations, businesses or clubs that have no affiliation with the school and are offering a service or event for their own profit will not have access to our Designated Carrier Program. A table in the cafeteria or the office area is provided to allow students or families to attain the materials they want.

## **ELECTRONIC COMMUNICATION**

The BLAST is sent to a family email address throughout the school year. Please contact the school or email the technology coordinator [lfrye@bishopleiboldschool.com](mailto:lfrye@bishopleiboldschool.com) if you do not receive this communication.

**11. COMPUTER INTERNET POLICY** - handout in family packet.

**12. CONFLICT RESOLUTION**

The greatest number of parent concerns that I have encountered at Bishop Leibold School revolve around the issues of homework, bullying behaviors and services for students with learning disabilities and those that are talented & gifted. Many times parents are unsure of the best method to tackle these concerns. In resolving concerns the following protocols should be followed as a means to resolve the problem or difficult situation. Though some problems have simple solutions, others can be complex. My experience is that direct and honest communication that can provide a win-win situation for both sides is most important. Of course there are times when unpopular decisions need to be made. In viewing conflict resolution at BLS, it is very necessary that the **Principles that Define Us** become the guiding light. Key phrases from the **Principles** such as "BLS partners with parents", "Jesus inspires and guides every dimension of our school", "working as a team for the common good of our school community", and "a school environment that is easily recognizable as Catholic" are key components in resolving concerns.

**1<sup>st</sup> step:** This should be with the individual that is most knowledgeable and most directly involved with the area of concern. This is typically the classroom teacher. Communication can be through e-mail, phone conversation or conference. I believe phone conversations and conferencing are the two best avenues to resolve a concern.

**2<sup>nd</sup> step:** If there is dissatisfaction at this level the principal should next be contacted. A phone conversation or conference will be initiated.

**3<sup>rd</sup> step:** The final step at conflict resolution is contacting the pastor (s) of one of the parishes. The decision of the pastor is final.

## **13. CURSIVE WRITING**

The practice of cursive writing is not being abandoned at Bishop Leibold School. We believe the practice of cursive writing is a skill that aids the fine motor and sensory developments of our students and is an important cognitive exercise.

As a result, Bishop Leibold School will follow this instructional path in regards to cursive writing:

Grade Two – introduction to cursive writing and formation of lower case capital letters

Grade Three – mastery of skills learned in grade two

Grade Four – strengthening of skills

Grade Five – maintenance of skills; students will be able to read and write cursive writing

Grades Six to Eight – students will choose how they will communicate in the written word – cursive, print, or type

## **14. DISMISSAL**

A child is not dismissed from school until his/her bus is called. Children who walk may leave when “walkers” are announced over the loud speaker.

**West Campus / East Campus Car Riders** – Car rider students at the West/East Campuses will not be released to parents until 3:00pm dismissal. Parents are asked to wait in the lobby, not going to the classroom. **Please follow the entrance/exit procedures that can be found on the school website.**

If a child has the parent’s permission to ride with another parent, a note granting such permission should be signed by the principal/secretary and kept on file for the remainder of the school year.

Children who are bus riders the majority of the time must have written permission from parents stating which days they will be car riders or walkers. This is mandatory for both campuses.

No child will be kept after school without the parent’s consent or knowledge. Those remaining for extracurricular activities will be the responsibility of the parents. If your child’s mode of transportation is going to change during the day, please try and call either office **before 2:00 P.M.**

## 15. DRESS CODE

### Kindergarten (and pre K) Dress Code

Kindergartners are not required to wear a uniform; however, shoes, jewelry, cosmetics, and hair dress codes apply to all students. Kindergartners are welcome to wear any part of the uniform, gym uniform, or spirit wear at any time.

### 1<sup>st</sup> – 8<sup>th</sup> Dress Code

Students of BLS are required to wear the appropriate uniform and follow the dress code. The purpose of the dress code is to promote our Catholic identity and to foster a uniform, respectful environment at school that discourages distractions from current fashion trends. **The school administration reserves the right to make the final decision on the appropriateness of clothing and dress.**

The dress code is to be adhered to at all times by all students unless an out of uniform day is declared or a field trip is designated as an out of uniform day.

### Discipline for Dress Code Violations

Failure to follow the Dress Code and Guidelines for Dress and appearance can result in the following:

1. Verbal warning to correct the problem (the problem may be corrected immediately or the student has one day to resolve the problem.) Repeated failure to abide by the warning will result in a Wednesday Administrative Detention for student disobedience.
2. Phone call home to bring a change of clothing, if improperly dressed.
3. Directed to the school administration to correct the problem.

### DAILY DRESS CODE

**PANTS** 1<sup>st</sup> - 7<sup>th</sup> Solid navy blue uniform pants

4<sup>th</sup> - 8<sup>th</sup> Boys - Solid color brown, black or blue belts are required.

8<sup>th</sup> *only Plain uniform khaki pants* (Land's End or Appleheart are the only two acceptable suppliers for these pants. This only applies to 8th grade.)

Uniform pants should be worn at the hip bone level.

Pants may **not** be sagging, low rider, denim, or cargo style.

**NO** rivets, embroidery, sparkles, loose cuffs, suspenders or excessive pockets.

**SHORTS** 1<sup>st</sup> - 7<sup>th</sup> Navy blue uniform shorts during the first and fourth quarters only. Shorts should be of reasonable length, which is below the fingertips when arms are at your side. (Girls may wear uniform capris in lieu of shorts during the first and fourth quarters only.)

8<sup>th</sup> *only Plain uniform khaki shorts* (Girls may wear uniform capris in lieu of shorts.) (Land's End or Appleheart are the only two acceptable suppliers for these shorts and pants. This only applies to 8th grade.)

Shorts may **not** be sagging, low rider, denim, or cargo style.

**NO** rivets, embroidery, sparkles, loose cuffs, suspenders or excessive pockets.

- JUMPERS** 1<sup>st</sup> - 3<sup>rd</sup> Girls' jumpers should be of reasonable length, which is below the fingertips when arms are at her side. Jumpers must be the Bishop Leibold color plaid jumpers.
- SKIRTS** 4<sup>th</sup> - 8<sup>th</sup> Girls' skirts should be of reasonable length, which is below the fingertips when arms are at her side. Skirts must be the Bishop Leibold color plaid skirts.
- SKORTS** 4<sup>th</sup> - 7<sup>th</sup> Girl's navy blue uniform skort. (A skort is a full skirt with shorts underneath.) Skort should be of reasonable length, which is below the fingertips when arms are at side, skort must have built-in shorts underneath. All skorts must be of the same style, so they are to be purchased only from Lands' End. They must be the "NAVY School Uniform Long/Short Chino Skort".
- 8<sup>th</sup> *only Plain uniform khaki skort.* (A skort is a full skirt with shorts underneath.) Skort should be of reasonable length, which is below the fingertips when arms are at side, skort must have built-in shorts underneath. All skorts must be of the same style, so they are to be purchased only from Lands' End. They must be the "KHAKI School Uniform Long/Short Chino Skort".
- SHIRTS** 1<sup>st</sup> - 8<sup>th</sup> All shirts or blouses must be white, no colored buttons and may be short or long sleeved. Blouses may have round or pointed collars, no lace or stitching on the collar. Golf/polo style shirts may also be worn. Shirts are to be tucked in at all times, not rolled or folded. White tee-shirts/turtlenecks **ONLY** may be worn under shirt/blouses/golf style shirts. No logos should be visible unless it is uniform BLS embroidered logo on the golf/polo style shirt.
- SWEATERS** 1<sup>st</sup> - 8<sup>th</sup> Navy blue, red, or gray cardigans may be worn over blouses or golf style shirts. No zippers or hoods allowed.
- SWEATSHIRT** 1<sup>st</sup> - 8<sup>th</sup> Uniform sweatshirts with the Leibold "L" logo may be worn in place of a sweater. Spirit wear sweatshirts are not a part of the uniform and may not be worn.
- FLEECE COAT** 1<sup>st</sup> - 8<sup>th</sup> Dark gray "BLS" uniform fleece jackets with the BLS emblem may be worn in place of a sweater. (Available only from The Spirit In You)
- SOCKS** 1<sup>st</sup> - 8<sup>th</sup> Girls: Only solid, white, navy blue, red, gray or black socks (knee socks, anklets, or golf socks) and solid, white, navy blue, red, gray or black **full-legged** tights are permitted. No leggings. Small emblems are acceptable.
- Boys: Only solid, white, navy blue, black or brown socks (crew or golf socks) are permitted. No neon colors. Small emblems are acceptable.
- SHOES** K - 8<sup>th</sup> Shoes may be dress or gym shoes. No high heel shoes, open back shoes, "jelly" type shoes, "flip-flops", clogs, crocs, or sandals are to be worn. Boots (snow boots and Ugg-like boots) may be worn, during the 2nd and 3rd quarters only.
- JEWELRY** K - 8<sup>th</sup> Only a chain and/or religious metal or cross is allowed. For girls with pierced ears, only one earring per lobe is permitted; earrings are to be button style (hoops and dangling earrings are not permitted). Boys are not permitted to wear earrings. Novelty bracelets such as rubber bracelets (including silly bands) and rope bracelets are not permitted for either wrists or ankles. However, during a Spirit Day, team bracelets/bands are allowed. Additionally, students are permitted to wear rubber bracelets (for example, "Livestrong") if they write the school principal and petition him to wear a bracelet that has a special meaning or significance to them. The principal will then conference with the student and



determine if the petition is accepted. A listing of students with permission to wear these bands will be given to the faculty.

**TATTOOS** K - 8<sup>th</sup> Tattoos, permanent or temporary, are not permitted. Writing on oneself is not acceptable.

**COSMETICS** K - 8<sup>th</sup> The wearing of make-up, including nail polish, artificial fingernails, and fingernail decals, is not permitted.

**HAIR** K - 8<sup>th</sup> Students should be well groomed at all times. Extreme hairstyles, hair extensions including feathers, and unnatural hair colors are not permitted.



**GYM DRESS CODE**

Students of BLS will wear a standard physical education uniform on their designated gym day(s). This uniform will consist of sweatpants/shorts, sweatshirt/T-shirt, and gym shoes. The gym uniform will be worn in place of the school uniform on the days the student has PE to eliminate the need to change clothes. Not being properly dressed for PE will affect gym grade.

**T-SHIRT** 1<sup>st</sup> - 8<sup>th</sup> Students are to wear the designated gray BLS Eagles gym shirt\*.

**SWEATSHIRT** 1<sup>st</sup> - 8<sup>th</sup> Students are to wear the designated gray BLS Eagles gym sweatshirt\*.

**SHORTS** 1<sup>st</sup> - 8<sup>th</sup> Shorts can only be worn during the first and fourth quarters. Navy blue sweat shorts, nylon shorts, or mesh shorts only (no insignia or stripes are permitted)\*.

**SWEATPANTS** 1<sup>st</sup> - 8<sup>th</sup> Navy blue sweat pants only (no insignia or stripes are permitted)\*.

\*New gym shirts and sweatshirts were introduced during the 2011-2012 school year. The older styles and colors before this are no longer considered appropriate Gym class attire.

**Dress Code for “Out of Uniform” Days / BLS Spirit Days**

School rules for shoes, socks, jewelry, tattoos, cosmetics, and hair still apply.

**SHIRTS** Spirit Wear includes team uniform tops or t-shirts, class t-shirts or any t-shirt that includes the name of Bishop Leibold School. NO tank tops or sleeveless shirts are allowed.

**SWEATSHIRT** Spirit Wear includes team uniform sweatshirt, class sweatshirts, or any sweatshirt that includes the name of Bishop Leibold School.

**PANTS** Regular uniform bottoms or traditional denim jeans. (During the first and fourth quarters, uniform length denim shorts or denim capris may be worn.) NO flannel/pajama-like pants (including those with the BLS logo) should be worn.

Pants may not be sagging or low rider.

## **16. ELECTRONIC DEVICES**

Students are not permitted to have CD players, cell phones, I-pods, pagers, headphones or other devices on their person when at school or on the bus. It is understood by the school administration that students may need to communicate with their parents after school. **As a result cell phones may be brought to school, but MUST remain in backpacks and turned off at all times, even on the bus. Items deemed inappropriate for the school setting will be given to the school administration and returned to the student's parent at a time deemed appropriate by the administration. Repeated abuse of this is considered being disobedient and will be dealt with as stated in the Code of Conduct. Any cell phone conversation or text messages during the school day will be punished with a Wednesday detention.**

## **17. FEDERAL LUNCH SUBSIDY PROGRAM**

Applications for this program are sent home at the beginning of each school year and may be found online at [www.stalbertnutritionservices.com](http://www.stalbertnutritionservices.com). Families whose incomes are below the prescribed federal level may qualify for free and reduced lunch prices.

## **18. FIELD TRIPS**

Field trips are designed by the teachers to be an extension of the classroom curriculum. They are recognized as an integral part of a sound educational program. Students may be denied the privilege of attendance if their classroom behavior has been inappropriate, their behavior on a past field trip was inappropriate or a signed permission slip is not returned. Permission slips for an upcoming field trip will include the time, place, event, and the dress for the event. (The 8<sup>th</sup> grade trip to Cedar Point has a specific behavior plan to earn the opportunity to go on the trip.)

## **19. FOOD POLICY**

It is our goal at Bishop Leibold School to create not only a safe environment for all children, but also an environment that promotes healthy lifestyle behaviors. With that in mind, we also want to celebrate and honor your child on their birthday if you wish to. The school welcomes **non-edible birthday treats** such as: (pencils, erasers, stickers, novelty items, a classroom board game, books for the classroom library, a donation to the Guardian Angel Fund or a local charity, etc.) Students should bring their birthday items to school and their teacher will assist in passing them out or acknowledge the classroom donation at their discretion.

## **20. HEALTH SERVICES / MEDICATIONS**

### **Office Hours**

Bishop Leibold School has a full time nurse who attends to student health needs at both campuses. The school nurse is available Monday through Friday during regular school hours and may be reached by calling either campus office.

## Health Records

In compliance with the Ohio Department of Health, accurate medical records are kept on every student. A complete record of immunizations or exemptions is kept on file in the health office. **State law requires that each student must have evidence on file by the fifteenth (15<sup>th</sup>) day of entry to school that he/she has received or is in the process of receiving required immunizations. Noncompliance is a possible reason for exclusion from school.** A physical exam is required and a dental exam recommended at the time of enrollment at Bishop Leibold School. The school nurse will conduct vision hearing, and Body Mass Index (BMI) screenings, as required by the Ohio Revised Code, and document these results, including follow-up results, in each student's health record. Other health screenings such as dental and postural screenings may be conducted by the school nurse but are not required by the state of Ohio. All students with a chronic health condition will have an Individualized Health Plan on file. Emergency Action Plans are on file for all students with emergency health needs. The school nurse is responsible for maintenance of the student health records.

## Emergency Medical Authorization

An Emergency Medical Authorization Form must be completed on each student by the parent/guardian and returned to school during the first week of a new school year. The information on this form is used to contact the parent/guardian in the case of an illness or emergency while the child is at school. Should the information on this form change during the school year, please call the school office so that accurate information may be added to your child's form.

## Medication Policy

Most medications can and should be taken at home. A student who requires medication during school hours, (prescription or over-the-counter) must have a parent/guardian written permission and a signed physician's statement completed form on file in the office. The school nurse is responsible for the monitoring and administering of medications at school. However, in her absence, the school secretary or an administrator will administer students' medications.

When it is necessary for school personnel to assist with the administration of medication (prescription or over-the-counter), the following procedure is mandated by the Ohio Revised Code:

1. The principal shall appoint a responsible person or persons to supervise the storing and assisting the student with administration of medication in the absence of the school nurse.
2. Medication, whether prescription or over-the-counter, will be administered **only** if accompanied by the "AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL" form, properly completed by the physician and parent/guardian.
3. Medications must be in the original container and have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration.
4. New request forms must be submitted each school year, and as necessary, for changes in medication order.
5. Submit a separate medication request form for each medication.
6. Medications and the signed permission forms must be turned into the school nurse or school personnel in the school office by the parent/guardian.
7. Students may not keep or transport any medication (prescription or over-the-counter) in their possession. State law does allow a student to carry emergency medication, such as an inhaler or Epi-Pen; on them only if a physician has ordered such and this order is on file in the health office.
8. Students are permitted to keep cough drops in the office/classroom if accompanied by a note from the parent.

\*Epi-pens, inhalers, and other medication forms along with the medication given **must** be at school by the first day of school.

### **First Aid and Accidents**

School personnel will take every precaution to avoid accident or injury to the students. The principal will be notified immediately when any serious accident occurs. Parent/guardians will be notified of any serious especially blows to the head. Students with minor blows/bumps to the head will take a written protocol sheet with information regarding head injury's home to the parent/guardians.

An injured student will be taken to the health office if the school nurse is present in the building or the injured student will be taken to the school office. If a seriously injured student cannot be moved, the student will be made as comfortable as possible and the emergency squad will be called. Parents will be notified immediately if such action is taken. If the parent/guardian cannot be contacted, school personnel will follow the instructions listed on the student's Emergency Medical Authorization Form.

### **Illness and Medical Conditions**

Please keep the school nurse and office staff updated on any medical conditions that may arise during the course of the school year/day. (I.e.: allergies, food allergies, asthma, Epi-pen, seizures, diabetes, treatments, etc.) If your child has a chronic, serious, or newly diagnosed condition please contact the principal and the school nurse as soon as possible.

Students with fevers (greater than 99.9°) or vomiting will be sent home. Parents/guardians will be notified of students' condition as listed on the Emergency Medical Form.

### **Communicable Disease**

The Ohio Department of Health guidelines will be followed when a child comes in contact with a communicable disease. Please notify the schools nurse if your child is exposed to and/or contracts a contagious disease, so the necessary precautions can be taken. Do not return your child to school without physician permission. In some cases, the school nurse may need to decide whether the student may return to school.

## **21. HOMEWORK POLICY**

At Bishop Leibold School, homework is defined as an educational task approved by the teacher for student completion outside the regular classroom day. These tasks are to be completed without the direct supervision of the teacher. Our rationale for homework is that student achievement increases (researched based) when students are regularly assigned homework and the students made a conscious effort to complete it. Beyond improved achievement, homework assignments enable a student to develop self-discipline, task commitment, time management, responsibility, independence and problem solving skills. Homework can increase the connection between home and school and contribute to the parents' understanding of the school's high expectations of its students. Four types of homework are part of the Bishop Leibold educational program.

1. **Practice** – e.g. Drill work for math facts or concepts, spelling words, memorization of states and geographical locations, correcting of mistakes from graded papers
2. **Preparation** – e.g. Completion of unfinished assignments begun in class, preparing for tests and quizzes, reading or studying of textbook materials.
3. **Extensions** – e.g. Research and long term assignments, observations of significant TV program/specials, problem-solving activities, reading a novel.
4. **Creativity** – e.g. Assignments to apply previously learned knowledge to projects, creative arts, crafts and writing.

It is impossible to provide a predetermined amount of time on how many minutes or hours of homework a student should have on any given night. It should be noted that it will take some students longer than others to complete homework and that some evenings there will be more work than others. If you feel your child is receiving an inordinate amount of homework, it is important to communicate this to the teacher. Many times students do not make proper use of the class time provided by the teacher. Unsettled issues may be discussed with the principal after speaking with the teacher.

**NOTE:** Project type assignments may require a greater time commitment.

### **East Campus: Grades 4- 6**

Students who fail to have homework completed on the assigned date have one additional day to complete the assignment with a one letter grade reduction. Failure to complete the assignment after this point will result in a zero in the grade book, unless they attend a voluntary STUDY TABLE held on the upcoming Wednesday (3:00 P.M. to 4:00 P.M.). Attendance at the Study Table will still result in a one letter grade reduction. This will provide students one last time to complete the missing assignment. Parents will be communicated to with a phone call, email or a written missing assignment slip to inform them of the STUDY TABLE opportunity. **NOTE:** See Attendance section for information regarding homework when a student is out sick.

### **East Campus: Grades 7-8**

If a homework assignment is NOT turned in on its due date:

- 1) The grade will be reduced by 50% if the assignment is turned in one day late.
- 2) On the second day no credit is issued according to handbook policy.
- 3) Study table is not used in grades 7 & 8.
- 4) Make-up time due to an excused absence will follow school policy.

### **West Campus: Grades 1-3**

Homework for the primary grades is limited in time expectations. Students who fail to complete their homework may lose recess time (no more than 10 minutes) at lunch in order to complete their homework. Parents will be contacted if failure to complete homework becomes a continual problem.

**Students who are absent have one day for each day missed to complete their assignments. Every attempt will be made to limit subject level tests to no more than two on any given day.**

**Additionally, make up test/quizzes will be scheduled on a time worked out by the student and teacher.**

## **22. HONOR ROLL**

There shall be an academic honor roll for grades 4-8, which consists of Principal's List (all A's) and Second Honors (all A's and B's). Art, Music, and Physical Education will be averaged to comprise one grade. No grade of C will be on the honor roll.

## **23. MOVIE POLICY**

The media is ever present in the lives of our children and families. Whether it is radio, TV, movies, CDs or the Internet, the media is a constant in our lives. Because the media provides a visual snapshot of events and actions that can enhance the learning of our students, it becomes a viable instructional tool. Of course, how movies are utilized has to be tempered with good judgment, especially when deciding on the appropriateness of the material. The following guidelines/principals are used when utilizing the media for instruction:

- How does the movie enhance the classroom instruction?
- Does the movie assist in meeting the instructional goals of a lesson or unit?
- Have the movie ratings from the US Congress of Catholic Bishops been viewed? ([www.usccb.org/movies/](http://www.usccb.org/movies/)) A rating above A-I should not be used at the West Campus, likewise a movie rated about A-II should not be considered at the East Campus.
- Advice from school administration has been sought.
- Share with parents prior to the showing of a movie, a letter dealing with the content of the movie, its instructional purpose and content that may be questionable, but should be overridden due to the overall value of the movie (there is more room for discussion at the East Campus when dealing with potential objectionable material.)

## **24. PARENT CONFERENCES**

Parents are urged to confer with their child's teachers on a regular basis, especially if they receive notice of academic deficiencies or conduct problems. Open and frequent communications is a necessary component in the school-family relationship. Conferences will be held in November. Please feel free to contact the administration or staff throughout the year if you feel a conference is needed. Parents are asked to email, phone, or write a note to the teacher for an appointment time. Drop-in visits are less productive and may not allow for enough time for preparation to discuss an issue.

## **25. PARTIES**

Two parties are held in school by the homeroom mothers – Christmas and Shrove Tuesday. All other parties must have the permission of the principal. Invitations are not to be distributed at school for parties held at home, unless all the students are invited.

## **26. PHONE CALLS**

No phone calls may be made without the principal or secretary's permission. Children may not call home for forgotten assignments, books, or other materials. This is one way to teach children responsibility.

## **27. PLEDGE – ANTI -BULLYING -** Given to students at the beginning of the school year.

## **28. PROGRESSBOOK**

Progressbook will continue to be the online grade book for the 2014-2015 school year. Ongoing parent/student/teacher communication is essential to a successful educational process. Progressbook provides parents and students with 24/7 access to classroom information and grades. Progressbook will be used for the posting of interim grades and report cards. Hard copies of these reports will only be sent home if the parent requests. Please send these requests to your child's homeroom teacher . (see Report Cards for additional information.)

## **29. RELIGIOUS EDUCATION**

Religious education is the primary reason for the existence of Bishop Leibold School. Through the transmission of Catholic doctrine and the experience of Christian Living within the school environment, teachers strive to assist parents in the task of the moral and faith development of their children. Learning to pray, deepening one's faith, and showing love and respect to all persons are essential aspects of the total religious education program.

## **30. REPORT CARDS**

Report cards are issued quarterly to grades 2 through 8. Kindergarten is evaluated in January and June. Grade 1 is not evaluated until the end of the first semester. A report card for Grade 1 will be issued electronically after the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters via ProgressBook.

Interim reports of outstanding achievement, improvement, or unsatisfactory progress are issued in the middle of the grading period through ProgressBook. (If you are unable to access ProgressBook, please contact your child's Homeroom teacher to have a paper copy printed for you.)

Art, Music, and Physical Education are graded on a semester basis. STEM classes (grades 3 - 8) will provide a grade to be included in the student's science, language arts or math class.

**The grade scale is as follows for grades 3-8:**

A+ = 99-100

B+= 91-92

C+= 83-84

D+= 75-76

A = 95-98

B = 87-90

C = 80-82

D = 72-74

A- = 93-94

B- = 85-86

C- = 77-79

D- = 70-71

F = Below 70

## **Final Grades- 4<sup>th</sup> to 8<sup>th</sup> grade**

In determining a final grade in a particular subject it will be the policy of Bishop Leibold School to use quality points and not a percentage. It has been my experience that one poor academic quarter with a very low percentage score can negatively skew a final grade.

### Using Percentage Points

For example an 82% ( C), 78% (C-), 75% (D+) and a 42% (F) would give a 69% which is a final grade of an F.

### Using Quality Points

A= 4 pts, B= 3 pts, C=2 pts, D= 1 pt. and F= 0 pts. The above quarterly averages would compute to a total of 5 quality points. This number divided by 4 would give a 1.25, which is a D average.

Any average that computes to a 1.0 is considered a D. The discretion of the teacher will determine if a .75 is a D- or an F in determining the final grade.

## **31. RETENTION POLICY**

To retain a student is never an easy decision. Many factors must be considered before a student is retained. The age and maturity of the student, the student's innate ability, student effort, student attendance record, a student's strength in basic skills of writing, reading, and math, a student's success in mastering the performance standards established at each grade level, and the student's social development. In regards to a student's movement to the next grade level, we will use one of the three designations of Pass (Promoted), Place, or Retain.

1. Retain – a student will repeat the grade level just completed due to the fact that he/she has failed two or more major subjects for the entire year. Any student retained or being considered for retention MUST have a parent meeting to discuss the child's placement for next year.
2. Place – a student placement to the next grade level occurs when a child failed two or more major subjects for the year, but has either completed a summer school program or has completed a tutorial program with one of our recognized tutors over the summer months. Parent conference MUST occur to discuss the child's placement and what must occur to move forward to the next grade.
3. Pass (Promoted) – a student is passed to the next grade when he/she has minimally received passing grades (D or above) in all subjects and has failed only one major subject. Teachers may strongly recommend a student take summer school or be tutored in the failing subject or area of weakness, but this will not be a determinant on the student's passing if they do not follow this recommendation.

\* Ability Adapted Curriculum – This mark is used sparingly. There is a difference in differentiating the instruction and recreating the curriculum to adapt to one's ability. For example, shortening a student's vocabulary list or spelling list is NOT an ability adapted curriculum change, it is an accommodation or strategy in differentiating instruction. Having a fifth grader reading out of a second grade literature book is adapting the curriculum. Very few of our students fall in this realm. If you have a question or concern in this area, please contact the principal

**NOTE:** Students who are not being promoted to the next grade level may be asked to attend Summer School. A successful Summer School experience will provide the student the chance to be promoted to the next grade.



## 32 REVIEW OF RECORDS

Parents have a right to review children's records on request. They may inspect and review records and data directly related to their children. This material is contained in the cumulative record folder and consists of academic work completed, level of achievement, grades, standardized test scores, attendance data, intelligence aptitude, health data, teacher or counselor ratings and serious behavior patterns.

In such matters where a divorce or separation has occurred in a family, it is presumed that either parent (custodial and non-custodial) of the student has the authority to inspect and review educational records of the student, unless the school office has been provided with evidence that there is a legally binding instrument to the contrary. If a divorce or separation occurs in a family, the school office should receive a certified copy of the court order stating which parent has custody of the child.

The parent with custody has the right to receive all status reports and report cards for the child. If the non-custodial parent also requests reports, they must be sent unless a legal decree does not allow this to occur.

## 33. SEARCH AND SEIZURE

Students have the right to privacy of their person and property and may not be searched without just cause or suspicion. Items or materials considered disruptive to the educational process (electronic devices, water guns, playing cards, gum) or items possessed in violation of the student code of conduct (inflammatory and/or obscene material, drugs, medications, stolen property, weapons) can be confiscated by teachers or staff.

Desks and lockers, considered property of Bishop Leibold School, are subject to inspection by the principal or his designee in case of an emergency or reasonable suspicion of a violation of the student code of conduct.

## 34. SCHOLARSHIPS/GRANTS AND TUITION ASSISTANCE

**Margaret and Robert Huller Grant-** Seven \$500 scholarships will be awarded to an active St. Henry Parish family with a child in grades K to five. The family completes an application to be considered for the grant. This grant is for those families that do not qualify for tuition assistance but have a financial need based on other factors. (Application is included in registration materials.)

**Pay It Forward Tuition Grant-** This Grant provides a \$500 tuition grant for continued Catholic educational opportunities for two 5<sup>th</sup>, two 6<sup>th</sup> and two 7<sup>th</sup> grade students that currently attend Bishop Leibold School. (Application is included in registration materials.)

**Cindy Beyerle Memorial Scholarship-** Five \$500 scholarships for students entering the 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grades. Students complete an application. A panel of four faculty members review the student applications to determine the recipients. Key criteria include demonstration and display of kindness and humility in and out of the school environment. (Application is included in registration materials.)

**Pat Hein Memorial Scholarship-** Two \$500 scholarships for 7<sup>th</sup> graders entering their 8<sup>th</sup> grade year. The criteria includes demonstrating helpfulness, a positive Christian attitude, willingness to work with others, cooperation/courtesy, respectfulness to adults and peers. There is no application process; the two winners are designated by the East Campus faculty.

**Charles Lanasa Memorial Scholarship-** A one-time \$500 scholarship for one 7<sup>th</sup> grade student of Bishop Leibold School. All 7<sup>th</sup> grade students are eligible. Based on the criteria of a Christian attitude, respectfulness of peers/ adults, courtesy/ cooperation and the values that Mr. Lanasa stressed while principal of BLS.

### **Scholarships/Grants for Graduating 8<sup>th</sup> graders:**

**Bradley Wick Award-** for an 8<sup>th</sup> grader going to a Catholic High School. \$1,000 for four years. Academic essay written and GPA is reviewed. The recipient is chosen by the foundation. This is open to all Catholic schools in the area. To inquire/apply for this scholarship go to their website: dbwfoundation.org.

**Knights of Columbus-** a \$750 scholarship based on display of Christian values including community service; no application- student chosen by the Junior High faculty.

**Pat Hein Memorial Scholarship-** for an 8<sup>th</sup> grader going to a Catholic High School, one boy and one girl will receive a \$500 scholarship. The criteria includes demonstrating helpfulness, a positive Christian attitude, willingness to work with others, cooperation/courtesy, respectfulness to adults and peers. There is not application process; the two winners are designated by the East Campus faculty.

**Pay It Forward Grant-** One \$1000 tuition grant is provided an 8thgrader who will be enrolling at Alter High School. Application must be completed. The BLS school administration selects the individual.

**Pope John Paul II Character Award-** For 8<sup>th</sup> graders- one boy and one girl of high character who will be attending a Catholic High School. Applicants are evaluated on the following criteria during an interview with an independent committee: personal interview response, participation in other activities, essay, academic record, participation in at least one BLAA sport either in grade 7 or 8, a teacher's recommendation, coach's recommendation and financial need.

**Taylor Scholarships-** These are academic merit scholarships based on student performance on the HS Placement Test given in November. This scholarship is given to students enrolling at Alter High School based on having one of the top ten scores on the HSPT. This includes all feeder schools. The award is renewable all four years as long as the student maintains a 3.5 grade point average. The award is in the amount of up to \$3200 per year.

### **Tuition Assistance Program:**

A budgeted amount of money has been set aside for income based tuition assistance. This program addresses the economic needs of parishioner families based on family income. If your family's adjusted gross income from the IRS tax form is below \$60,000 you may be eligible for tuition assistance. A designated dollar amount has been set aside in the budget to provide this assistance. The number of eligible applicants will be a factor in determining the distribution of the aid.

Parents requesting tuition assistance will be sent the necessary materials in mid March. The deadline for submitting the required information is April 15<sup>th</sup>. Notification of tuition assistance will be made available during the first two weeks of May. All recipients of financial aid **MUST** be parishioners, participate in the Leibold Loyalty Points program and be expected to pay tuition of at least \$1000 per student. There is a \$25.00 fee that is to be paid when completing the Tuition Assistance Application.

### **Guardian Angel Fund:**

BLS has established a Guardian Angel Fund in conjunction with St. Henry and Our Lady of Good Hope parishes. Parish benefactors make contributions as a gift to assist families, who due to an unforeseen hardship, are struggling to pay tuition. Requests for GA funds are to be made by school families to the principal or pastors of their parish.

## **35. SCHOOL SAFETY REGULATIONS**

Fire and Tornado Drills – Fire drills are conducted on a monthly basis to practice for a prompt and orderly evacuation of the building. Students are instructed to walk quickly and in absolute silence. Tornado drills are conducted in the spring. Students will proceed to a designated shelter area in silence.

Bicycle Safety – Students who ride bikes to school must walk their bikes on school grounds. It is suggested that helmets be worn and that students lock their bikes to the bike rack during school hours.

School Bus Safety – Students must remain seated to keep aisles and exits clear. Food and drinks are not permitted on the bus. Students may not put head or arms out the bus windows or throw objects on, from or at the bus.

## **36. SIMPLE SOLUTIONS**

Simple Solutions is a series of supplemental math books intended to complement our mathematics textbooks. BLS uses Simple Solutions grades one through eight. The series reviews all previously learned concepts, as well as new concepts taught at each grade level. The rationale behind this series is for students to work on a particular skill or concept once every day to ensure that students remember not only what they learned in past grades, but also every new skill that is introduced each year. Here is how each grade uses Simple Solutions at Bishop Leibold School.

- Grades 1-2: goal is four lessons a week; work is done in class; quiz is given on Friday; it is graded as a worksheet activity.
- Grades 3-6: goal is four lessons a week; assessed as a quiz grade (concepts not previously covered are used as bonus points.)
- Grades 7-8: goal is two to four lessons a week; work to be done at home; assigned as a homework grade; bonus points given for successfully completing new concepts.

## **37. SPECIAL EDUCATION CHILD FIND**

In accordance with State and Federal Law, the school district where a chartered nonpublic school is located is responsible for locating, identifying, and evaluating all children who are suspected of having a disability. Bishop Leibold is located within the geographic area of Miamisburg City Schools.

Bishop Leibold and Miamisburg City Schools has established a child find process to help parents and teachers use a differentiated referral process to locate, identify, and evaluate students suspected of having a disability. Such activities are completed in a time period comparable to students attending public school districts. Children with a disability enrolled by their parent in a chartered nonpublic school must be reevaluated by the district where the nonpublic school is located at least once every three years. If you have any questions regarding the child find process, a re-evaluation, or suspect a concern related to a student, please call either school office.

## **38. STUDENT RESPONSIBILITIES**

Before school students are to:

- Arrive no later than 8:05 A.M. and be in the classrooms ready for the day by 8:10 A.M.
- Remain in the supervised area until the first bell rings.

In the classroom students are to:

- Be attentive, respectful, and cooperative.
- Complete assigned class work and homework.
- Observe classroom rules.

In the hallway students are to:

- Walk quietly at all times.
- Extend courtesy to students and adults.
- No food, drink or gum is allowed in the hallways at anytime.

During recess students are to:

- Share and show courtesy in their play.
- Inform adult supervisor before reentering the building.
- Inform adult supervisor if playground equipment rolls out of designated play areas.
- No food, drink or gum is allowed outside for lunch time recess.

In the cafeteria students are to:

- Remain seated in their designated areas and talk quietly while eating.
- Clean up their table.
- Stay seated until dismissed by an adult.

### **39. STANDARDIZED TESTING**

The Iowa Test of Basic Skills will be given in March/April of the 2014-2015 school year in grades 2 thru 7. The ACRE religion test is given to 5<sup>th</sup> and 8<sup>th</sup> graders in January. Grade 3 will take the Ohio Achievement Assessment in Math and Reading in the spring. Grade 8 will take the ACT Aspire Assessment in March/April. A discussion with the principal is advised if questions need to be answered regarding any of these tests and their results. We request that appointments be limited during this testing time as well as having students well rested.

### **40. TUITION POLICIES**

1. BLS has a partnership with the FACTS Management System. Families were required to select a payment schedule through FACTS. FACTS will be handling all billing and questions regarding tuition payments. The initial payment is due no later than July 15<sup>th</sup> (based on the plan you have chosen). No child will be officially enrolled until the initial payment has been submitted.

2. FACTS offers the following payment plans:

- FACTS - Pay in Full Plan: Due either July 1<sup>st</sup> or the 15<sup>th</sup>.
- FACTS - Quarterly Plan: Due July, Nov., Feb., and May; select due date of either the 1<sup>st</sup> or 15<sup>th</sup> of the month.
- FACTS-11 Month Pay Plan: Starting in July through May; select due date of either 1<sup>st</sup> or 15<sup>th</sup>.
- Service fees are as follows for not paying in full: 4pay plan = 1.5% and 11pay plan = 2.3% .
- FACTS charges a separate enrollment fee each year for selecting any plan other than the one pay. They are as follows: 4pay plan=\$35 enrollment and 11pay plan=\$40 enrollment.

**NOTE:** Re-enrollment is required for each school year and fees are subject to change.

3. In order to be considered for parishioner tuition status a family must be registered at either Our Lady of Good Hope or St. Henry Church. BLS families attending St. Mary's or St. Augustine- Germantown are provided the parish tuition rate. It is up to each family to determine the appropriate level of financial support they can afford to contribute using the envelope system at each parish.

4. Failure to keep tuition payments current can lead to the following:
  - a.) upon student withdrawal or graduation, school records will be held.
  - b.) Students will not be able to return at the beginning of the new quarter. No High School records will be released, if your child is in the 8<sup>th</sup> grade.
  - c.) Tuition accounts not settled by June 30<sup>th</sup> of the school year will lead to the student(s) being withdrawn from Bishop Leibold School.
  
5. Leibold Loyalty Points: The following applies:
  - a.) accounts of graduating 8<sup>th</sup> graders must be settled by June 1<sup>st</sup>. Failure to do so will result in the non-release of records to the High School your child is attending the following school year.
  - b.) for families with K-7 students, the unpaid balance will be added to your next year's tuition.

While we understand that special circumstances can arise, we feel that the ultimate responsibility for payment of tuition rests with the parents. **If circumstances arise that make payment of tuition difficult, it is important that the pastor(s) and principal be contacted to make arrangements for payment. We hope you understand and respect our position.**

## **41. VISITORS**

The school welcomes visitors, but state laws do regulate visits to schools for the safety of the children. **ALL** visitors including parents, guardians, and relatives must enter the front entrance doors and report to the school office when entering the building during the school day. Each visitor is to sign in and obtain a visitor's pass.

Unscheduled parent visits to the classroom, cafeteria, and playground during the school day are not permitted. The Principal has the right to ask a visitor to leave the building if the visitor is interfering with the normal educational process

## **42. VOLUNTEERS**

Volunteers in School or School related activities: All employees, substitute teachers, and volunteers must be fingerprinted by the Archdiocese of Cincinnati – no other agency. This list of fingerprinting locations is on the Archdiocesan website. It is Archdiocesan policy that no employee or volunteer may have contact with children until a clear background check on the individual has been received. There are no exceptions to this policy. This means that new staff and volunteers may not begin their services until this process is complete. All staff and volunteers must have participated in the Archdiocese VIRTUS class prior to service. The dates/times of these classes are on the Archdiocese of Cincinnati website. [www.catholiccincinnati.org](http://www.catholiccincinnati.org)

## **43. WITHDRAWAL**

If a student is being withdrawn from Bishop Leibold School for any reason, the school office is to be notified as soon as possible.

## **Terms and Conditions**

Bishop Leibold School reserves the right to amend or change this document at any time. All interpretations of this handbook and school policies are the decision of the school administration and are final.

### **Footnote:**

Per Federal regulations it is necessary that our school families be notified that Bishop Leibold School is in full compliance in providing the necessary safety precautions when dealing with asbestos materials found in the building. All Federal regulations have been followed and our school has passed all inspections.

# BISHOP LEIBOLD STUDENT CODE OF CONDUCT

## **Preface:**

The Bishop Leibold Student Code of Conduct is based on three types of behavioral offenses. The school has a right to expect reasonable behavior from students. Likewise, the student has a right to expect reasonable treatment from the school and its employees.

The infractions listed below are grouped into categories according to the seriousness of the offense. The listing has been drawn from past records and from known situations. It is not intended to be exclusive or all-inclusive. All types of infractions may not be included, so modifications will be made, if necessary, at the discretion of the principal. In all instances, discretion of interpretation is left to the principal to modify penalties suggested whenever extenuating circumstances seem to be present in order that justice may be tempered with mercy, fairness, and understanding.

Students are subject to school disciplinary action for all actions, which affect the good order, morale, management, and welfare of the school or classroom. Primary emphasis will be directed to activities taking place on school premises, at any school activity, function or event, during any school transportation before, during, or after any school related activity. Additionally, any student action or behavior which directly affects the school, regardless of place or time, will be subject to disciplinary actions.

## ***Group A, Group B, and Group C Offenses***

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. The students of the school must conform to school regulations and accept directions from authorized school personnel. Bishop Leibold School has “**ZERO TOLERANCE**” of violent, disruptive or inappropriate behavior by its students.

## **GROUP A – Penalty determined by Administrative Team**

- 1.1 **Assault on School Personnel/Student:** A student shall not cause or attempt to cause personal injury or behave in such a way as would cause physical injury to a teacher, administrator, school employee or other students or visitors not employed by the school
- 1.2 **Possession, Use, Transmission and/or Concealment of Narcotics, Alcoholic Beverages, and/or Drugs:** Students shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, tranquilizers, prescription drug, non-prescription, inhalant, or mood altering chemical of any kind or drug related tool, paraphernalia, alcoholic beverages or intoxicant of any kind on the school grounds during and immediately before, immediately after school hours and at any other time when the school is being used for any school activity, function or event.
- 1.3 **Transmission, Concealment, Creation, Handling and/or Use of Firearms:** A student shall not possess, transmit or conceal any type of firearm or facsimile of a firearm.
- 1.4 **Arson:** A student shall not cause the willful and malicious burning of or attempt to burn any property of any person which may be located upon the school grounds.
- 1.5 **False Alarms/Bomb Threats:** Students shall not cause a false fire alarm or cause a false warning of fire or impending bombing or other catastrophe.

- 1.6 **Violation of the Law:** No student shall violate any law or ordinance when under the authority of school personnel.
- 1.7 **Drug-like Substance and Drug Paraphernalia:** A student shall not possess, sell, use transmit or be under the influence of any drug paraphernalia on the school grounds during and immediately after school hours and at any time when school is being used by any school group or off the school grounds at a school activity, function or event. This shall include, but not limit itself to, caffeine pills, unknown powder or pills, marijuana-like substance(s) or other “counterfeit”, facsimile or look alike type drug substances/prescription/non-prescription drug.
- 1.8 **Dangerous Weapons:** A student shall not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument of violence – for example, but not limited to: knives, ice picks, night sticks, mace, brass knuckles, explosives (fire crackers), lighters while under the jurisdiction of the school.
- 1.9 **Sexual Misconduct:** No student shall intimidate or be a party to the intimidation or create an environment for the intimidation of another student for the purpose of sexual interests, engage in any form of exhibitionism, or engage in any act of sexual misconduct during school or school sponsored activities, on school grounds or bus, or in transit to or from school.

Penalty for **GROUP A Offenses:**

Students may be suspended (in-school/out of school), asked to withdrawal or be expelled from Bishop Leibold School. Students may also be removed or suspended from a school trip, or become ineligible for extracurricular activities as part of any school or CYO program.

**GROUP B**

- 2.1 **Threatened Assault:** A student shall not threaten or attempt to cause physical injury or behave in such a way as could cause physical injury to a teacher, administrator, school employee or another student.
- 2.2 **Shakedown and/or Use of Strong Arm Tactics:** Students shall not shake down and/or use strong arm tactics such as the act of extorting or borrowing or attempting to borrow money or things of value from a person in the school.
- 2.3 **Vandalism/Destruction of Property:** A student shall not misuse, damage or destroy school or private property either on school grounds or during a school activity, function or school event off the school property.
- 2.4 **Stealing:** A student shall not take or acquire the property of others without the consent of the owner.
- 2.5 **Possession/Use of Tobacco:** The school prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, chewing tobacco, snuff and any other tobacco, by any student in the area under the control of the school district or at any activity supervised by any school within the district. Smoking at the bus stop will be treated in the same manner as smoking in school.
- 2.6 **Leaving School Grounds Without Proper Authorization:** Upon boarding the school bus or upon arriving on the school grounds, the student is considered to be on school property and under the direction of school authorities. Students are not permitted to leave school property until the end of the school day unless they have an early dismissal approved by the administrator. Students are to remain within the specific boundaries of the school building and the facilities specified for their use.



- 2.7 **Fighting:** Disciplinary action will be taken if fighting occurs in or on school property or while in attendance at any school sponsored activity. Fighting at the bus stop shall be treated in the same manner as if the fight had happened in school. Upon investigation, self-defense shall not be considered an act of fighting.
- 2.8 **Student Protest:** A student shall not participate or encourage any other student to participate in any protest march, picketing or similar activities which cause or result in the disruption of school.
- 2.9 **Cutting Class:** A student shall not cut any class for which they have been scheduled.
- 2.10 **Bullying/Hazing/Harassment:** A student shall not attempt to embarrass by ridicule, coerce another, including the victim, to do an act that causes or creates a substantial risk of causing mental or physical harm to any person or to chronically trouble or annoy any member of the student body, or a visitor in the school.
- 2.11 **Disruption of School:** A student shall not use in the school building, on school grounds, on a school bus, or school sponsored event, violence, physical assault, force, noise, coercion, verbal threats, intimidation, fear, passive resistance, trespass, forgery, throwing of object, any form of cheating or any other conduct that will cause the substantial and/or material disruption or obstruction of any lawful mission, process or function of the school.
- 2.12 **Misuse of School Equipment/Materials:** A student shall not use the equipment, materials, or building of Bishop Leibold School for any illegal or unauthorized purpose.
- 2.13 **Harassment/Intimidation:** Ohio and Federal law define harassment as unwanted verbal, visual, or physical advances which may be implicit or explicit. Harassment includes racial, ethnic, or sexual misbehavior. Harassment is improper and illegal and will not be tolerated at Bishop Leibold School or at any school related activity. No employee of the district shall encourage, condone, permit, nor tolerate any harassment. Any harassment must be reported immediately to a school employee. Failure to abide by this policy may result in disciplinary action (including suspension from school).
- 2.14 **Sexual Harassment:** Sexual harassment is defined as unwanted sexual advances, unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior Includes but is not limited to the following:
- a. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
  - b. Explicitly or implicitly offering benefits of any nature in exchange for sexual favors.
  - c. Making or threatening reprisals after a negative response to sexual advances.
  - d. Non-verbal conduct; leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
  - e. Verbal conduct; making or using derogatory comments, epithets, slurs or jokes, making sexually based remarks about another person's or one's own body.
- 2.15 **PDA – Public Display of Affection:** Public displays of affection (PDA) such as kissing, embracing, any physical contact of this manner are in poor taste and do not have a place in school. Students should use discretion at all times in order to promote a good personal image.
- 2.16 **Repeated Violations:** A student shall not continually fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
- 2.17 **Truancy:** Truancy is declared when a student is absent from school or any portion thereof without school authorization.

- 2.18 **Deliberate Damage:** Deliberate damage to books or school materials, improper care of books or school materials, marking or defacing books, marking or defacing other school property.
- 2.19 **Failure to Comply with the Archdiocesan Policy for Technology use.**

Penalty for **GROUP B Offenses:**

Student may be disciplined by verbal correction, teacher-student conference, parent conference, counseling, special assignment related to the offense, teacher or administrative detention, removal or suspension from a school field trip, ineligibility for extracurricular activities as part of any school or CYO program, immediate referral to the principal, in-school or out of school suspension, withdrawal notification, expulsion.

**GROUP C Offenses:**

- 3.1 **Disobedience:** A student shall not repeatedly disregard or refuse to obey directions given by school personnel.
- 3.2 **Disrespect:** Students shall not intimidate, insult, verbally abuse or abuse in writing or electronically, any member of the student body, employee of Bishop Leibold or a visitor in the school.
- 3.3 **Gum/Candy:** No gum or candy is permitted within the school. Candy is allowed at lunch.
- 3.4 **Not on task/No Materials:** Students are expected to come to class with proper materials to do their assigned work.
- 3.5 **Lying/Cheating/Dishonesty:** No student shall be dishonest in dealing with their teachers, administrators, or peers. Cheating on tests and other lessons will result in lowered grades as well as the possibility of more severe punishment.
- 3.6 **Disruptive Behavior:** No student shall cause a disruption or obstruction of any class or school sponsored event . This also applies to bus transportation to and from school and field trips.
- 3.7 **Profane Language/Obscene Gestures/Obscene Materials:** No students shall make rude remarks to others or use language which is considered to be profane. Obscene gestures shall not be made. No form of material which may be considered obscene or pornographic is to be brought to school.
- 3.8 **Tardy to School:** Students who are not in their classroom by 8:15A.M. are considered tardy. (Four unexcused tardies in a quarter will result in Wednesday detention)
- 3.9 **Forgery/Plagiarism:** A student will not forge or plagiarize homework. This includes giving homework answers written or spoken to classmates or copied homework answers to classmates.

**Penalty for GROUP C offenses:**

Group C offenses are typically violations of the Code of Conduct that occur in the classroom setting. Teacher expectations for behavior needs to be clearly communicated through a classroom management plan. It should include specific classroom rules with the type of teacher determined consequence for

inappropriate behavior. Additionally positive reinforcements should be given for displaying appropriate behaviors

Violations under Group C offenses are as follows:

Gum chewing or candy outside of lunch – Wednesday Administrative detention.

Tardy to School – 4 unexcused tardies in a quarter – Wednesday Administrative detention.

Other Group C violations may be disciplined by a verbal correction, reduced recess time, teacher-student conference, call to parent, principal-student conference, parent conference, special assignment related to the offense, teacher and/or administrative detention, removal or suspension from a school field trip, ineligibility for extracurricular activities or CYO program, immediate referral to the principal's office, in-school suspension, out of school suspension, withdrawal notification, expulsion.

## **Student Due Process:**

Suspension of a student means the denial of attendance at school for a period not more than 10 days. The principal may suspend a pupil when written notice is given the student and parents with the reasons for the intended suspension. The student will be provided a "hearing", an opportunity to appear before the principal to challenge the reasons for the suspension and to have an explanation on the reasons for the suspension from the principal. The essential requirement for due process is that each student be notified of the reasons for the suspension and that the student be given a reasonable opportunity to explain his/her position.

## **Social Media Guidelines for Students:**

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students at Bishop Leibold School should adhere to when using social media relating to school events and activities or in general use of social media.

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinion, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite the source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blogs and posts should be well written. Follow writing conventions including proper grammar, capitalization and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate materials that make you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools, and face the consequences as determined by the Archdiocese of Cincinnati's Responsible Use of Technology Policy.
11. Profane language/obscene gestures or pictures/sexual comments/lewd or indecent social media posts, tweets or blogs that a Bishop Leibold student is responsible for producing is contrary to the Bishop Leibold Principles that Guide Us. Though this may be produced at home or off school premises, using non-school equipment, the school reserves the right to discipline this student by denying them privileges that are considered non-academic. This may include but not be limited to school dances, athletics, Cedar Point trip, 8<sup>th</sup> grade graduation exercises, or other non-educational field trips as determined by the school administration.

#### 8<sup>th</sup> grade Student Code of Conduct Additions in relationship to the Cedar Point trip:

- If a student is found guilty of any of the Group A offenses, the penalty will be determined by the administration.
- If a student violates a group B offense, he/she will receive two codes of conduct. The exceptions to this are items 2.7, 2.11, 2.13 and 2.14. These offenses will receive 3 codes of conduct. These are behavior items and the codes of conduct will be noted at such.
- Group C offenses are considered responsibility items. If there is an infraction of these, the student will receive one code of conduct noted as responsibility. Three infractions of the same offense will be treated as a behavior and the students will receive two codes of conduct. For example, if a student receives three uniform violations, he/she then would receive two codes of conduct as stated in item 2.16.

In regards to the Cedar Point trip, the Student Code of Conduct will be applied as follows:

- Any group A offenses will automatically disqualify a student from the Cedar Point trip.
- If a student receives 8 codes of conduct from Group B offenses, he/she will be disqualified from the trip. Parents will be notified when a student receives four Group B codes of conduct.
- If a student reaches the point where he/she is disqualified from the trip he/she will be given a "Buy Back". This will be a conditional plan based on consultation with teachers, administration, parents and the student which provides the student a chance to earn the Cedar Point trip back.

## **EARLY LEARNING PROGRAM AMENDMENTS TO BISHOP LEIBOLD SCHOOL HANDBOOK**

### **Philosophy of Our Early Learning Program**

In addition to the philosophy of Bishop Leibold, our Early Learning Program believes that God's children learn best . . .

By exploring concepts through hands-on activities.

By working cooperatively in small groups.

By making individual choices.

By interacting with peers and adults who are caring and respectful.

By infusing Christian ideals into daily activities.

### **Goals of Our Early Learning Program**

\*\*\*To provide a learning environment to develop skills necessary for a solid foundation and smooth transition to kindergarten.

\*\*\*To instill strong Christian values consistent with our Catholic beliefs through bible stories, songs, prayer, modeling, action, and verbal discussion.

\*\*\*To provide an atmosphere which promotes active exploration and interaction with other children, with adults, and with learning materials.

\*\*\*To provide learning activities and materials which are concrete, real, and meaningful to the lives of Early Learning Programmers.

\*\*\*To foster self-esteem through relationships with adults who express acceptance and respect for all God's children.

\*\*\*To recognize that all children are different and to allow such differences to surface in daily activities.

\*\*\*To allow various outlets for the expression of each child's individual creative potential.

\*\*\*To create an environment that allows children to utilize problem-solving techniques with peers and adults in social situations with adult guidance as needed.

\*\*\*To meet and to exceed the Early Learning Content Standards as outlined by the Ohio Department of Education.

### **Early Learning Program License**

Our Early Learning Program license is issued by the Ohio Department of Education (ODE) which has the authority to issue a license for any preschool program operated by a school district, a county board of MR/DD or an eligible chartered nonpublic school (one that has multiple grades above kindergarten). We adhere to the required guidelines set by ODE. We are also in compliance with the preschool guidelines issued by the archdiocese of Cincinnati.

Parents have the right to request a copy of our ODE compliance report.

### **Admission**

All children entering Bishop Leibold School (including Early Learning Program students) must adhere to the policies outlined in the student handbook. In addition, for school year 2014-15, all children entering Bishop Leibold Pre-Kindergarten must be four years old by September 30, 2014. For school year 2014-15, all children entering Bishop Leibold Preschool must be three years old by September 30, 2014. *(If your preschool child's birth date falls between the start of school and Sept. 30th, your child must wait until his/her third birthday before attending; your child may still be registered for the program).* Children must be potty-trained and self-sufficient in the bathroom. No exceptions will be made.

### **Hours and Days of Operation**

The Early Learning Program year runs from September to May. Our Early Learning Program operates in conjunction with the established Bishop Leibold calendar. We observe the same breaks and closures as Bishop Leibold. This also includes calamity days (such as snow days); we do not make up calamity days.

A sample of our daily schedule is as follows:

8:10-8:15	arrival & opening prayer
8:15-8:45	story & circle time
8:45-9:45	centers & small group activities
9:45-10:30	outdoor play & snack
10:30-10:50	second circle time
10:50-11:00	clean-up and pick-up

### **Arrival/Departure Policies**

ODE requires an adult (*please note—siblings cannot walk Early Learning Program students to the classroom*) to escort each Early Learning Program child to his/her classroom.

An adult must check in a late arrival at the office. Because Early Learning Program children are not allowed to be without adult supervision at any time during the school day, the adult must then walk the student down to the Early Learning Program classroom.

Children may be picked up inside the classroom at 10:50am or 2:50pm, depending which program you are attending. At 10:55pm or 2:55pm, Early Learning Program children will be dismissed to the car line for parent pick-up in the same manner and at the same time as the morning kindergarten students. Please consult the Bishop Leibold handbook for procedures.

### **Staff/Child Ratios and Maximum Group Size**

Bishop Leibold Early Learning Program shall maintain ratios at or smaller than 1:14 or 2:28 ratio of staff to pre-K children and 1:12 or 2:24 for preschool children. This ratio is in compliance with ODE guidelines.

In fulfillment of ODE's policy, parents have the right to request a roster of names and phone numbers of parents who are in Early Learning Program, assuming the parent(s) has given permission for this to be published.

### **Parent Participation**

Parents are encouraged to visit and to participate in our classroom at any time. To avoid overcrowding, we would like parents to sign-up on the volunteer sheet posted each month. Parents are, however, allowed to visit even if they have not signed up for a specific date. All adults who volunteer in any of Bishop Leibold's classrooms must have completed the Archdiocese of Cincinnati VIRTUS Class and fingerprinting as mandated by the archdiocese of Cincinnati. Please consult Our Lady of Good Hope or St. Henry's church bulletins for information on dates and times of these classes.

### **Parent/Teacher Conferences**

Parent/Teacher conferences shall be held twice a year as outlined by the Ohio Department of Education guidelines. In addition, parents may request a progress report on their children at any time.

## **Snacks**

Our Early Learning Program will offer snacks donated by individual Early Learning Program families. There will be a sign-up sheet for families to volunteer to bring in healthy snacks. Please let us know if you do not want to be on the snack rotation list. We will send reminders to families.

Because our children are growing and developing, we request all snacks are nutritious in nature. Nutritious snacks include, but are not limited to, the following: fresh fruits (such as apples, bananas, grapes, oranges), fresh vegetables (such as carrots, celery), granola bars (free of peanut allergens), yogurt, applesauce, cheese cubes or slices, etc. A specific list of suggested snacks will be passed out at the beginning of each school year once all student allergies have been identified.

If we have any children with food allergies, those allergenic foods will not be permitted in our classroom. Our staff will be happy to assist families in making healthy, safe choices for all of our children to enjoy. This procedure will eliminate the risk of a child being accidentally exposed to a food to which (s)he is allergic.

## **Birthday Treats**

It is our goal at Bishop Leibold School to create not only a safe environment for all children, but also an environment that promotes healthy lifestyle behaviors. With that in mind, we also want to celebrate and honor your child on their birthday if you wish to. The school welcomes **non-edible birthday treats** such as: (pencils, erasers, stickers, novelty items, a classroom board game, books for the classroom library, a donation to the Guardian Angel Fund or a local charity, etc.) Students should bring their birthday items to school and their teacher will assist in passing them out or acknowledge the classroom donation at their discretion.

Students may purchase select beverages through the school cafeteria. Please refer to cafeteria handout for prices.

## **Guidance Policies (discipline)**

All Bishop Leibold staff will use positive, age-appropriate child guidance and management techniques that are consistent with our Catholic beliefs (please refer to the Bishop Leibold handbook for more details). Teachers will utilize techniques such as redirection, separation from problem situations, discussion with children about specific situations, and praise for appropriate behavior.

An Early Learning Program staff member in charge of a child or group of children shall be responsible for their discipline.

## **Management of Communicable Disease**

(Also refer to Bishop Leibold student handbook)

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as (s)he enters a group. A “person trained to recognize the common signs of communicable disease” means any person trained in prevention, recognition, and management of communicable diseases.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children (supervised by the school nurse or school staff personnel) and discharged to

his/her parent or guardian: diarrhea; severe coughing; difficult or rapid breathing; yellowish skin or eyes; conjunctivitis; temperature of 100 degrees Fahrenheit; untreated infected skin patch(es); stiff neck; or evidence of lice, scabies or other parasitic infestation.

Our Early Learning Program shall follow the Department of Health “child/daycare communicable disease chart” (posted in the classroom) for appropriate management of suspected illnesses.

**Dress Code**

Students in the Early Learning Program are not required to wear the uniforms worn by the older Bishop Leibold students. Parents do need to dress their children in comfortable play clothes that allow for the occasional “creative marks” that can stain clothing. The garments should be easily to manipulate by the child during bathroom breaks and should be appropriate for daily outside play. Comfortable shoes (such as tennis shoes) and socks are most conducive to Early Learning Program play both indoors and out.



# RESPONSIBLE USE OF TECHNOLOGY

Catholic School Office Archdiocese of Cincinnati

## INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.  
*Catholic School's Mission Statement*
- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..."  
*Aetatis Novae, #2, #3; Rome, 1992*

## GENERAL INFORMATION FOR USERS of TECHNOLOGY

In the 21<sup>st</sup> Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

## AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent / guardian annually sign the attached **Responsible Use of Technology Policy - User Agreement Form**.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

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All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

## SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

## USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

## DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

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**Responsible Use of Technology  
Catholic School Office  
Archdiocese of Cincinnati – 2014/2015**

**FAMILY USER AGREEMENT / PARENT PERMISSION FORM  
Both Signatures Required**

- I have read the terms and conditions of the **Responsible Use of Technology Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

**Family Last Name(s):** \_\_\_\_\_  
**Each student should be listed and a signature is required:**

Student Name/Grd: (print) \_\_\_\_\_ Student Signature \_\_\_\_\_

Student Name/Grd: (print) \_\_\_\_\_ Student Signature \_\_\_\_\_

Student Name/Grd: (print) \_\_\_\_\_ Student Signature \_\_\_\_\_

Student Name/Grd: (print) \_\_\_\_\_ Student Signature \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent / Guardian Permission Form**

I have read the terms and conditions of the Responsible Use of Technology Policy.  
I am requesting that the above named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**My student's name, grade, and signature appear above.**

## **The History of Bishop Leibold School**

Bishop Leibold School was formed in 1974 when, after a year of study, the members of St. Henry and Our Lady of Good Hope parishes agreed to consolidate their grade schools.

Prior to the consolidation, Our Lady of Good Hope School was experiencing insufficient student enrollment and rising per-pupil costs. St. Henry School, on the other hand, had a severe space shortage. There were 284 students in grades 2 to 8, and additional space was need for the library, faculty room, and improved health and storage facilities.

Members of both parishes voted on the proposed merger, and agreed to form a single school system, financed, and governed by both parishes:

- The consolidated school would be financed by tuition and by parish assessment. Each parish would pay its own share of the budget based on the number of students from the parish who were registered in the school.
- The school would be governed by a board of education which represented both parishes. Its members would include both pastors, the principal(s), and lay representatives elected by each parish.

A first grade was offered to St. Henry parishioners for the first time in September 1974, when Bishop Leibold School opened its doors to 499 children from the two parishes. Students in grades 1-4 attended the West Campus in Miamisburg. The East Campus housed students in grades 5-8.

Growth, both spiritually and academically, continues to call the Bishop Leibold Community. Beginning the 1989-90 school year, Bishop Leibold School extended its educational program to include a Kindergarten. In 1995, the West Campus housed Kindergarten through grade 3, and grades 4 through 8 attended the East Campus.

### **Archbishop Paul F. Leibold** **(1914 – 1972)**

Archbishop Paul F. Leibold was born in Dayton, Ohio in 1914. A graduate of Chaminade High School and the University of Dayton, he was ordained to the priesthood in 1940. He served as assistant chancellor and chancellor for the archdiocese, as well as pastor of St. Louis Church in Columbus.

In 1958, he was named Auxiliary Bishop of Cincinnati, a position he held for eight years until being named Bishop of Evansville. In 1969 this native son returned as Archbishop of Cincinnati, where he was known for his pastoral style and willingness to serve the people. He launched the sixth Archdiocesan Synod and involved many lay people in archdiocesan work and decision-making. He was devoted to ecumenism. Just days before his sudden death in 1972 at the age of 57, he ordained 11 men to the priesthood; these young men served as pallbearers at this funeral.