



2025-26  
**BISHOP LEIBOLD**  
SCHOOL  
**STUDENT HANDBOOK**



St. John Paul II  
Parish Family





# St. John Paul II Parish Family

*Bishop Leibold School is the shared school in the St. John Paul II Family of Parishes that includes St. Henry, St. Mary of the Assumption, and Our Lady of Good Hope parishes.*

*Our school faithfully serves families of Preschool to Eighth Grade students in Springboro, Centerville, Miamisburg, Franklin, Miami Township, West Carrollton, and Germantown.*

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## **OLGH Campus**

(Preschool - Grade 2)

24 South Third Street

Miamisburg OH 45342

Phone: 937-866-3021

Fax: 937-436-3048



## **SH Campus**

(Grades 3 - 8)

6666 Springboro Pike

Dayton OH 45449

Phone: 937-434-9343

Fax: 937-436-3048

# Bishop Leibold School Family Handbook 2025-2026

**School hours:** 8:10 AM to 3:00 PM

Students may be dropped off at 7:30 AM

**Office hours during school year:** 7:45 AM to 3:45 PM

**Fr. Martin Fox, Pastor**

**Fr. David Howard, Fr. Jerome Bishop, & Fr. Chris Geiger - Parochial Vicars**

**Mrs. Becky Kondritz, Principal**

**Dr. Theodore J. Wallace, Administrative Support**

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Dear Bishop Leibold Families:

Welcome to the 2025-2026 school year at Bishop Leibold Catholic School!

As we begin this school year, we remind ourselves of our school Mission and Beliefs (see page 8). Bishop Leibold continues our commitment to being “a Catholic community of faith in which all students grow spiritually and academically while being recognized for their unique virtues and talents.” Our staff strives to provide quality instruction that meets the unique needs of each student while providing opportunities to foster spiritual growth.

It is vital to each Bishop Leibold student that the parent/guardian—in partnership with the Bishop Leibold faculty and staff—commits to the following:

- To have regular productive dialogue with our teachers,
- To become actively involved in the academic progress of your student,
- To engage in the array of faith and family activities that are such an integral part of our Bishop Leibold and our St. John Paul II Family of Parishes community.

Thank you to everyone who gives time and effort in a myriad of ways to provide opportunities for our students through helping with programs, becoming a member of PTO, assisting with classroom projects, coaching extracurricular activities, and modeling Christian values. Thank you to all of our volunteers and those that support our school and its mission.

If you are looking for a way to become more involved, please reach out to any staff member. When we all work together, we can continue to strengthen the Leibold Force in our school community, St. John Paul II Parish Family community, and beyond.

Mrs. Becky Kondritz, Principal

## **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. During the 2024-25 school year, we celebrated the 50th anniversary of the school's consolidation!

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 needed 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 Our Lady of Good Hope Campus in Miamisburg. The St. Henry 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. Our preschool program was added in the 2008-2009 school year. Currently, the Our Lady of Good Hope Campus houses Preschool through grade 2, and grades 3 through 8 attend the St. Henry 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.

Archbishop Leibold's grand-nephew, Deacon Leibold, visited the school twice in 2018 to share some personal stories of "Uncle Paul" that enabled students, staff and parents to get to know the namesake of our

school from a unique perspective. The words *humble and holy* were often used to describe Bishop Leibold's lifetime of ministry.

## **BISHOP LEIBOLD SCHOOL - MISSION & BELIEFS**

### **Mission Statement**

A Catholic community of faith in which all students grow spiritually and academically while being recognized for their unique virtues and talents.

### **Belief Statements**

We Believe . . .

- In nurturing the whole student and differentiating our instruction to meet the specific needs of every student.
- In praying and worshiping which are important expressions of our daily lives.
- In welcoming all to our community that respects life and the dignity of all people.
- In promoting the Gospel message and seeking to serve those in need.
- In performing as a critical ministry in service to our Beacons of Light family of parishes.

## **BISHOP LEIBOLD SCHOOL STAFF & ROLES for 2025-2026**

Mrs. Rebecca Kondritz	Principal
Dr. Theodore Wallace	Administrative Support
Mrs. Kathy Alexander	Teacher Interventionist
Mrs. Beth Allaire	Junior High Science & Religion; STEM Coordinator
Ms. Kaylei Barnett	Second Grade
Mrs. Samantha Bernadowski	Junior High ELA & Religion
Ms. Alysse Blain	Junior High ELA
Ms. Sklyar Born	School Nurse
Mrs. Lauren Burtscher	Classroom Aid; MTSS
Mrs. Carrie Carpenter	Third Grade
Mrs. Cory Coch	Pre-K Aid
Mrs. Cheryl Cole	Fifth Grade
Mrs. Julie Conley	Fifth Grade
Mrs. Jaymi Cordell	OLGH Campus Office Receptionist
Ms. Jeannine Danis	Lemon Tree Speech & Language
Mrs. Lee Dapore	Kindergarten
Ms. Sydni Dawson	OLGH Campus Cafeteria Manager
Srta. Gretchen Deters	Spanish & Junior High Math
Ms. Donna Donahue	The Reading Lab
Mrs. Joanna Freshwater	Kindergarten
Mrs. Jenny Granite	Parent Engagement Coordinator, Registrar
Mrs. Lynn Gray	Aftercare Coordinator & SH Campus Cafeteria Manager
Mrs. Julie Hornbeek	Pre-K; Early Childhood Director
Mrs. Mary Kincaid	Fourth Grade
Mrs. Azure King	Senior Manager Administrative Services
Miss Jill Klimaski	Third Grade
Mrs. Laura Krobath	MTSS
Mrs. Lissette Mansbridge	Spanish; MTSS
Mrs. Sarah Merkel	Marketing and Communications
Mrs. Amy Meyers	Junior High Math & Religion
Mrs. Joy Meyers	Junior High Social Studies
Ms. Alexandra Murray	First Grade
Mrs. Misti Papalios	Pre-Kindergarten
Mrs. Kimberly Patti	Junior High Science
Mrs. Sharessa Reed	Preschool
Mr. Norbert Reynolds	Music, Band, Choir
Mrs. Sarah Riley	OLGH Campus Art; MTSS
Ms. Hope Roach	Second Grade
Mrs. Kathy Rosenberg	Teacher Interventionist/MTSS Coordinator
Mrs. Rachna Sarwal	Intervention Specialist
Ms. Maria Schmiesing	Fourth Grade
Mrs. Megan Slemker	SH Campus Office Receptionist
Mrs. Jill Smith	Physical Education
Mrs. Kelly Snyder	SH Campus Art
Mrs. Kathy Vanderhorst	School Counselor
Mrs. Rebecca Wille	Teacher Interventionist/MTSS
Mrs. Joan Wright	First Grade



## **ACCREDITATION**

Bishop Leibold School is fully chartered by the Ohio State Department of Education and is accredited by the Ohio Catholic School Accrediting Association.

## **ADMINISTRATION**

Bishop Leibold is a parish school which operates under the authority of the Pastor, Fr. Martin Fox; under the direction of the school principal, Mrs. Becky Kondritz; and under the advice of the School Advisory Commission.

### **School Advisory Commission**

Our school advisory commission is composed of parishioner and BLS families that are dedicated to fulfilling the mission of our school. Meetings are held at 7:00 P.M. on the third Tuesday of each month in the PAC on the St. Henry Campus. All regular school advisory meetings are open to the public.

For a topic to be placed on the agenda, it must be submitted in writing to the principal or the Commission President no later than four (4) days prior to the scheduled board meeting.

### **Right to Amend**

This handbook is not a binding contract with Bishop Leibold School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

## **ADMISSION & REGISTRATION**

### **Non-Discrimination Policy**

Bishop Leibold School located has adopted the following racial nondiscriminatory policies:

Bishop Leibold School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship programs, and athletic and other administered programs.

No student may be excluded from Bishop Leibold School solely because of race, color, national/ethnic origin, or ancestry.

### **Registration Requirements**

- Completed information sheet, application, and registration forms
- Copy of Birth Certificate
- Baptismal Certificate for Catholic students
- Custody papers, if applicable
- Immunization records
- Previous report card
- Registration fee (non-refundable)

- Screening exam to be completed before admission is granted
- An in-person meeting with the parent(s), student, and principal is required for new students entering grades 3 and 8
- Priority registration given as follows: active St. John Paul II parishioner, registered St. John Paul II parishioner, active parishioner elsewhere, students of other faiths

Refusing to provide all relevant information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

### **School Age**

In accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

### **Educating Students with Special Needs**

Bishop Leibold School will evaluate on a case-by-case basis whether or not we can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll.

### **Acceptance of Registration**

Acceptance of registration at Bishop Leibold School is not considered final until all documents, forms, records from previous school(s), registration and student fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship (such as EdChoice or Jon Peterson), all forms and documentation must be submitted prior to acceptance for admission.

**Registration fees are not refundable.**

### **Voluntary Withdrawal of Students**

If a student is being withdrawn from Bishop Leibold School for any reason, the school office is to be notified as soon as possible. The family will be required to complete a withdrawal form to be kept in the student’s file.

**All financial matters (including but not limited to returning any school property such as library books, technology, textbooks; paying all outstanding financial obligations such as lunch fees and tuition) must be paid in full at time of withdrawal or the school will withhold records until this is taken care of.** Please note that graduating students moving to another school within the Archdiocese of Cincinnati will have records released to the schools of their choice including academic records and behavioral records.

There is a withdrawal fee for the 2025-26 school year. This fee, equal to 10% your student’s tuition will be charged for students who withdraw after July 1, 2025 or anytime before the end of the school year. This is calculated based on your student’s base tuition amount without scholarships applied.

## **FAITH FORMATION**

### **Faith Formation**

Faith formation is the primary reason for the existence of Bishop Leibold School. Bishop Leibold strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message, and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted. Additionally, students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. Please refer to our school website for the religion topics that are covered at each grade level.

### **Sacramental Preparation**

Bishop Leibold School works with the St. John Paul II Family of Parishes to help prepare students to receive the sacraments. Students in grade 2 will learn in depth about the sacraments of Reconciliation and Holy Eucharist during the school day; however, each family should reach out to their specific parish regarding full preparation.

Confirmation preparation is done through each child's individual parish. Please reach out to your home parish or ask a staff member to help connect you with a parish preparation program.

### **Catholic Identity Goal**

Bishop Leibold School's 2024-2028 Catholic Identity Goal in our state accreditation plan: Bishop Leibold School students will increase active participation in service learning while focusing on the Catholic Social Teaching Theme - Option for the Poor and Vulnerable.

## **ACADEMICS**

### **Academic Goal**

Bishop Leibold School's 2024-2028 Academic Goal in the OCSAA state accreditation plan: Bishop Leibold Students will increase their knowledge and comprehension of informational literacy in all subject areas.

### **Daily Academic Instruction**

Students at Bishop Leibold School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

Teachers devise and execute lesson plans that follow the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools office. The curriculum is aligned with the State of Ohio's Learning Standards. To ensure that instruction meets the needs of all students, teachers utilize their own assessments, student participation, and standardized assessment information. i-Ready student academic growth assessments will be given in math and reading to all K-8 students in the fall, winter, and spring. i-Ready provides teachers with specific information about each student's strengths and challenges that can be used to adapt instruction throughout the year.

### **Homework Policy**

Homework is assigned to practice and reinforce concepts learned in school and to exhibit understanding of those concepts. In addition, time at home is required to complete reading assignments, project requirements and preparation (review) for assessments. The average daily homework load should be approximately 15 to 30 minutes in grades 1-3; 45 to 60 minutes in grades 4 & 5; 60 to 90 minutes in grades 6-8.

Parents/guardians can keep track of student progress via OptionC as all teachers are required to keep that information updated on a weekly basis for students and their families. Every attempt will be made to limit subject level assessments to no more than two on any given day.

The parent's/guardian's role regarding assignments and homework includes:

- Regularly access Option C to monitor assignments, assessment dates, grades, and completed homework and projects.
- Ensure a good study routine at home and while you can certainly help your child understand an assignment, it is critical that what the student submits to the teacher is exclusively their own work.
- Contact the teacher if you observe that your child is spending an excessive amount of time trying to complete any particular homework assignment.

Support for students who do not complete homework:

- **Grades 1-3:** Students who fail to complete their homework may need to use recess time to do so. Parents/guardians will be contacted if this becomes a continual problem and a Study Table (during recess) may be assigned.
- **Grades 4-5:** Failure to turn in a complete assignment on the due date will result in a lowering of a letter grade for each day it is late. After three missing assignments, students will attend a Study Table (during recess) to complete any missing work or assignments currently in progress.
- **Grades 6-8:** If a homework assignment is NOT turned in on its due date:
  - the grade will be reduced by 25% if the assignment is turned in one day late.

- the grade is reduced from the original grade by 50% on day two. Students will attend Study Table (during recess) until the assignment is completed. No credit will be given after the unit is complete.

Make-up time due to an excused absence will follow school policy. Students who are absent have one day for each day missed to complete their assignments. Additionally, make-up tests/quizzes will be scheduled on a time worked out by the student and teacher.

### **Jon Peterson & EdChoice Scholarship Students**

The state requires that all students in grades 3-8 who are using the EdChoice or Jon Peterson Scholarships take the state proficiency tests. For reading and math, we use the i-Ready results to satisfy this scholarship requirement. Bishop Leibold is also required to abide by the 3rd Grade Reading Guarantee state policy regarding promotion to Grade 4 based upon reading test results. See Ohio Department of Education for more details. Parents/guardians of students receiving intervention services outlined in IEP or ISP will be provided quarterly progress reports from Bishop Leibold intervention specialist team.

### **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 who attend Bishop Leibold School. Bishop Leibold is located within the geographic area of Miamisburg City Schools.

Miamisburg City Schools is responsible for conducting this child find process. The process is completed in a time period comparable to students attending public school districts. Children with a disability enrolled by their parent/guardian 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 Bishop Leibold school office.

### **Multi-Tiered Systems of Support (MTSS)**

In order to improve how Bishop Leibold meets the needs of every student in grades K-8, we have initiated the multi-tiered systems of support (MTSS) process.

- **Tier I** – The core curriculum that all students are expected to learn. Within Tier I, teachers will use differentiated strategies within the core curriculum to address all student educational needs.
- **Tier II** – Based on data, students who need more support, will be provided supplemental research-based interventions matched to their needs. The MTSS instructional support team along with classroom teachers will track the student's progress, and parents will receive quarterly progress updates.
- **Tier III** – Students who show a greater need for more intensive instruction, will receive 1:1 interventions with our MTSS support team. Parents will receive quarterly progress updates.

After Tier III implementation, students who continue to display limited progress may then be considered for further evaluation and services. Our school is excited to take part in this process to improve educational outcomes for all students.

Members of the Student Support Team may include Intervention Specialists, Teacher Interventionists, Classroom Aides, School Counselor, Mental Health Therapist, Nurse, Speech Therapist, Reading/Dyslexia Specialist, and Principal. The Principal ultimately determines which of these service providers is utilized for any particular student/family need in consultation with the individual family.

### **Standardized Testing**

Bishop Leibold School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. EdChoice Scholarship students in grades 3-8 will participate in testing required by the state. The ARK (Assessment of Religious Knowledge) religion test is given to students each spring. 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 avoided during this testing time as well as having students well rested.

### **Report Cards**

Report cards are issued quarterly to grades 2 through 8. Students and family may access grades through OptionC. Students in grades K-3 will be provided with a standards based progress report which indicates to parents/guardians the status of their child's progress toward mastery of grade level standards. The grade scale is as follows for grades 4-8:

A+ = 99-100	B+= 91-92	C+= 83-84	D+= 75-76	F = Below 70
A = 95-98	B = 87-90	C = 80-82	D = 72-74	
A- = 93-94	B- = 85-86	C- = 77-79	D- = 70-71	

### **Conferences**

Bishop Leibold holds conferences in both the fall and spring. Conferences in grades 3-8 will be "student-led." Teachers will prepare students to present their progress via report cards and their goals for the upcoming quarter. Teachers will affirm the positive progress made, provide specific details regarding student progress and respond to any questions that parents/guardians have. **It is important for our home-school partnership that parent/guardian attend these conferences with their students.** Student-led conferences enhance student pride and ownership of their progress and commitment and enable parents/guardians to connect with teachers with their children present.

Parents/guardians 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 are necessary components in the school-family partnership. Parents/guardians are encouraged to contact your child's teacher if you would like to meet to discuss your child's progress during the course of the year. It is highly recommended that the student be present at these conversations.

### **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, but will be required to fulfill the curriculum through an alternate assignment. Students may be denied the privilege of attendance if their classroom behavior has been inappropriate. If a permission slip is not signed by a parent and returned to the school the student will not be permitted to participate. Permission slips for an upcoming field trip will include the time, place, event, and the dress for the event.

### **Book Care**

A book bag should be used whenever books (or school issued supplies) are taken home. Also, 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. A \$20.00 flat rate for lost/damaged textbooks and \$10.00 for replacement planners will be billed to your student's FACTS account.

### **Retention Policy**

Students who demonstrate the skills and knowledge necessary to be successful at the next grade level of learning are promoted. Decisions addressing concerns for lack academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final



decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered. Regarding a student's movement to the next grade level, Bishop Leibold School 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 one or more factors listed above. An exception may be made if there is a significant reading deficit. This would most likely occur in the primary grade levels. Any student retained or being considered for retention MUST have a parent/guardian 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 acceptable to BLS, or has completed a tutorial program with one of our recognized tutors over the summer months. A parent/guardian 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 may be passed to the next grade when he/she has received minimally 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.

Ultimately the decision is made by the school in partnership consultation with the family. If there is potential for retaining or placing a student a meeting will take place early fourth quarter.

\* 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 teacher.

## **Records Review**

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents / guardians who make official requests. Parents / guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Withdrawal/Disenrollment for Academic Reasons**

A student may be asked to withdraw for academic reasons from Bishop Leibold School if it has been determined the school cannot meet the student's instructional needs or if the student or parents / guardians have not cooperated with the academic team in the educational process of the school. Bishop Leibold School may disenroll a student if a parent / guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

## **Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians**

Bishop Leibold School may require a parent/guardian to withdraw his/her child based on the conduct

of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **Temporary Home Instruction**

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

### **Electronic Devices**

Students are not permitted to have cell phones, iPods, 'smart' watches/rings/glasses, earbuds, or other electronic devices on their person when at school or on the bus, unless directed to do so by the teacher. Family members should contact the school office if they wish to leave their child a message during the school day. It is understood by the school administration that students may need to communicate with their parents/guardians after school. As a result, cell phones, watches or any other communication device may be brought to school, but MUST (unless directed otherwise by the teacher) remain in backpacks and turned off at all times between 7:30 A.M. and 3:15 P.M. Students should abide by the electronic device policy for school-sponsored extra-curriculars; devices should only be used for a short time to identify location or clarify transportation. For bus riders, students must follow the district's rules regarding cell phone use on the bus.

If a device is utilized (seen or heard), the following consequences will take place:

- **1st offense:** The teacher will confiscate the device and return it to the student at the end of the day.
- **2nd offense:** The teacher will confiscate the device, and it will remain in the office until a parent comes to pick it up. A demerit will be issued.

### **Computer Internet Policy**

Use of the internet at Bishop Leibold School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school. While Bishop Leibold School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Bishop Leibold School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

### **Archdiocese Responsible Use of Technology Policy**

Information on Responsible Use of Technology policy, issued by the Archdiocese of Cincinnati, can be found on our school website. Please note, there is a form to fill out online to accept this policy. The policy can also be found in Addendum B at the end of the handbook. Students and parents both need to review and sign this document.

While Bishop Leibold attempts to filter internet traffic at schools as well as monitoring by teachers (also utilizing GoGuardian) for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Bishop Leibold's policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

### **Google Workspace for Education**

Bishop Leibold School utilizes Google Workspace for Education. This information can be found on our school website. If you have any questions, please refer to the school office. Please note, there is a form to fill out online to accept this policy. The policy can also be found in Addendum C at the end of the handbook.

## **STUDENT ACTIVITIES & BEHAVIOR**

### **Bishop Leibold Student Code of Conduct**

At Bishop Leibold, we are blessed with students who are respectful and ready to learn thanks to the support and expectations of their families. Bishop Leibold School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Our peaceful, safe and respectful culture is of utmost importance to maintain. Discipline will be administered fairly but firmly whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

Bishop Leibold School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for Bishop Leibold School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures. Bishop Leibold School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

### **Conduct In or Out of School**

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parent/guardian and may result in consequences issued by the school administration.

Bishop Leibold reserves the right to impose discipline for unacceptable behavior that takes place off school grounds or outside school hours. On rare occasions, it may be necessary for the School to restrict an adult's presence on our property or at any school related event.

### **Student Participation**

Students must be in good standing with the school in order to participate in extracurricular and co-curricular activities such as field trips, CYO/BLAA teams, after school groups and clubs. A student may be suspended or removed from participation should there be significant academic or behavior issues. Students in good standing are passing all subjects, maintaining regular attendance, and have not received multiple demerits in a single month's time.

## **Success Plans**

For students with a declining pattern of behaviors and/or lack of academic results, the school and parents/guardians will meet with the student to create an agreement known as a Success Plan. The plan is a commitment by the student to immediately improve and sustain their behavior and/or academic effort to an acceptable level to remain as a student at Bishop Leibold School. The student, parents/guardians, and school representative will meet to complete and sign this plan. The student's primary teacher will provide a written progress report to the student and parents/guardians every two weeks. The goal of the Success Plan is that the plan will no longer be necessary at some point thanks to a positive, sustained change in the student's behavior and/or academic effort in cooperation with school and home support.

## **Suspensions & Expulsion**

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension.
- If immediate removal of the student is required, the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers him/her or others, or causes serious/persistent disruption to the school or educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reasons has the right to appeal, in writing sent through U.S. mail to the Superintendent.

## **Demerit & Detention**

Students will receive a demerit for a single significant, inappropriate action or a series of minor disruptive behaviors. A parent/guardian will be notified when a demerit or a detention is earned. Detention is used for student reflection and discussion with staff about how to make more acceptable choices including discussion of helpful resources available to the student. When a detention is issued, students are required to serve. Parent/guardian will be requested to acknowledge receipt of notice as a partner in your child's education. If a student fails to serve a detention, additional Group A consequences will be given.

## **Consequences**

- 3, 4, 5, and 6 demerits = student detention
  - Detentions are held during lunch/recess time
  - An additional detention will be added for each demerit number 3, 4, 5, & 6.
- For each demerit 7 or more = Suspension
  - No Bishop Leibold co-curricular or extra-curricular activities for seven school days
  - Success Plan
  - A student may be expelled or asked to withdraw.

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

- **Group A Offenses**

- Disobedience
- Disrespect
- Cheating/Dishonesty
- Minor physical incidents
- Disruptive behavior
- Inappropriate language/materials/Obscene gestures
- Unexcused Tardy-may result in a detention for each tardy beginning with the third tardy.
- Failure to serve detention
- Inappropriate use of technology

- **Group A Consequences\***

- Apology
- Teacher classroom rules and consequences such as loss of recess
- Demerit
- Detention could be earned as well.
- **\*Repeat Group A Offenses may result in more significant consequences**

- **Group B Offenses** (school administrator may define infraction as Group C offense based on the severity)

- Inappropriate use of social media
- Initiating physical contact that did or could result in physical injury of another.
- Significant physical response to inappropriate verbal or any physical contact by another student.
- Inappropriate racial or sexual reference or insult
- Threaten harm to another, either directly or indirectly
- Extorting money or anything else of value from another student
- Vandalism or destruction of school property or personal property of students, staff or visitors.
- Stealing
- Possession/use of tobacco or e-smoking
- Leaving assigned area on school property or school event or leaving school property.
- Fighting on school property, en-route to and from school or at any school event. A genuine effort to avoid engaging in an altercation must be evident on the part of the responding party.
- Plagiarism
- Cutting class
- Bullying/Hazing/Harassment-verbal or physical
- Disruption of school or any related event
- Misuse of school property or materials
- Public display of affection
- Sexual harassment
- Multiple or repeated violations
- Truancy
- Breach of the Archdiocese of Cincinnati Responsible Use of Technology agreement

- **Group B Consequences\***

- Apology
- Demerit
- Detention



- Become ineligible to participate in any Bishop Leibold co- or extra-curricular activity or school event such as athletic teams, music or art events, field trip, class trip, etc. for one week.
- Suspension
- Depending upon the severity of any Group B offense, all consequences could be applied.
- **\*Repeat Group B offenses will result in more serious consequences.**

- **Group C Offenses**

- Assault on student or staff member
- Repetition of physical incidents
- Possession, use, transmission of narcotics, alcohol and other drugs, substances or paraphernalia.
- Transmission, concealment, creation, handling and use of firearms or any other instrument that could do harm or cause fear.
- Arson
- False alarms and bomb threats
- Violation of the law
- Sexual misconduct

- **Group C Consequences**

- Apology
- Demerit
- Detention
- Ineligible to participate in any Bishop Leibold co- or extra-curricular activity or school event such as athletic teams, music or art events, field trip, class trip, etc. for an extended length of time if the student remains at Bishop Leibold.
- Suspension
- Withdrawal
- Expulsion
- Depending upon the severity of any Group C offense, all consequences could be applied.

## STUDENT RESPONSIBILITIES & CONDUCT

Before school students are to:

- Arrive on time between 7:30 up to the tardy time at 8:10. Students will be marked tardy if they arrive **in their classroom** after 8:10 AM.
- Finish with breakfast and arrive in class by 8:10 (exceptions may be made for late buses).

In the classroom students are to:

- Be attentive, respectful, and cooperative.
- Complete assigned class work and homework to the best of their ability.
- Observe classroom and school rules.

In the hallway students are to:

- Walk quietly at all times.
- Extend courtesy to students and adults.
- Refrain from food, drink or gum. These items are not allowed in the hallways at any time.

During recess students are to:

- Share and show courtesy in their play.
- Seek and receive permission from the 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 recess.

In the cafeteria students are to:

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

## **Student Confidentiality**

All certified teachers and teacher aides at Bishop Leibold School, along with the school office staff, are privy to confidential information about a student, the student's family, or a situation that requires confidentiality. Teachers and staff members entrusted with this knowledge must be ethical and professional. It is important that this information be held in confidence. Breaches of confidentiality are subject to consequences.

## **Illegal Substances**

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

## **Harassment, Intimidation, and Bullying Policy**

It is the policy of Bishop Leibold School that any form of harassment, intimidation, or bullying is expressly forbidden.

The JPPI Parish Family and Bishop Leibold's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

Bishop Leibold School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside school hours.

### ***Definition of Terms***

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.

"Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred.

What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, Bishop Leibold School will make this determination utilizing its professional and educational discretion and judgment.

## **Types of Conduct**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, blogs, or social media/networks;
  - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

## **Complaints Regarding Harassment**

### **Formal Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

### **Informal Complaints**

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, school administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

### **Criminal Misconduct**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### **Conduct Disclaimer**

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Every student has the right to feel physically, socially and emotionally safe at Bishop Leibold School. Bishop Leibold 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 one of our belief statements, "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. Please see Addendum A that outlines Bishop Leibold's Harassment, Intimidation, & Bullying Policy.

### **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
- Immediately report an incident to an adult at school
- Avoid being alone with the person involved
- Inform your parents/guardians
- Review the statements included in the Harassment, Intimidation, & Bullying Policy (Addendum A)

### **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
- Communicate with parents/guardians

### **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
- Educate students on bullying prevention
- Take seriously parent and student concerns regarding bullying

## **Search and Seizure**

Bishop Leibold School reserves the right to search and inspect school property used by students at any time. Bishop Leibold School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

## **Cheating and Plagiarism**

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

## **Finality of Decisions**

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

## **Student Dress Code**

The student dress code focuses on what can be worn to school. As always, Bishop Leibold School reserves the right to make the final decision on the appropriateness following our conservative clothing and grooming dress code.

Please be sure your child is dressed for the weather. Our students will be going outside for classes and recess, and students should be dressed appropriately (eg: wear a coat or jacket) for the weather. Students will stay indoors for recess if below freezing temperatures and/or inclement weather.

### **Preschool and Pre-Kindergarten Dress Code**

These students are welcome to wear the school uniform as described in the Grades K-8 dress code below but are not required to do so.

**Grades K-8 Dress Code** --All clothing must be worn modestly re: appropriate length and loose fitting.

### **Pants and Shorts (Girls and Boys)**

Grades K-7	Solid navy and uniform dress pants or shorts. Shorts should be at least fingertip length when arms are extended and no undergarments should be showing. Belts are optional.
Grade 8	Plain uniform khaki or navy dress pants, capris, or shorts.
All	Belts (optional) must be solid colored brown, black, or blue.

### **Jumpers and Skorts (Girls)**

Grades K-8	Plaid or solid navy jumpers and navy skorts. Skorts and jumpers must reach below the student's fingertips when their arms are at their sides.
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### **Shirts, Blouses, Sweaters, Sweatshirts and Fleece Coats**

Shirts and blouses	Single color (white, light gray, or light blue) and plain in design unless the uniform embroidered BLS logo is included. Shirts must have a collar. Shirts must be fully tucked at all times.
Sweaters	Solid color (navy blue, red or gray) hoodless and zipperless cardigan sweaters. Uniform sweatshirts with the "L" Leibold logo are also permitted. Items must be worn over shirts or blouses that are described above.
Uniform Fleece	Fleece or quarter-zip with the BLS logo (available only through The Spirit in You).



**Shoes and Socks**

Shoes	Flat dress or gym shoes with full-coverage backs and covered toes.
Socks	Solid color socks (white, gray, blue, and red). Girls may wear solid color leggings or tights under their skorts.

**Jewelry, Accessories, & Cosmetics**

Necklace	A religious medal or cross may be worn on a short chain.
Earrings	Single button/stud style earrings are permitted.
Bracelets	Watches (no “smart” watches) or a small religious bracelet with a medal or cross.
Hair Accessories	No head scarfs, large distracting headbands, hair tinsel, etc.
Cosmetics (including nail polish, tattoos, or artificial hair coloring)	are not permitted.

\*Please seek written permission from the principal in advance if there are cultural exemptions.

**Dress Code for Gym Class Grades K-8**

T-shirt	Gray BLS Eagles gym shirt
Sweatshirt	Gray BLS Eagles gym sweatshirt
Shorts	Solid navy blue sweat or nylon shorts
Sweatpants	Solid navy blue sweatpants (no legging-style or tight fitting pants)

NOTE: The gym uniform will be worn in place of the school uniform on the days each student has PE.

**Dress Code for Spirit Days**

Shirts/Sweatshirts	Bishop Leibold or JPIL team uniform, t-shirts, class t-shirts or any t-shirt that includes the name of Bishop Leibold School or JPIL.
Pants	Regular uniform bottoms (including gym) or traditional denim jeans with no holes.

**Consequences for Dress Code Violations**

First offense	Discussion with student and note home; students will be assisted with an appropriate uniform from our uniform exchange.
Second offense	Demerit

## **School Operations**

### **Arrival & Dismissal at School**

The school hours at Bishop Leibold campuses are 8:00 A.M. to 3:00 P.M.

**Arrival:** Students are to arrive no earlier than 7:30 A.M. unless the bus schedule dictates otherwise.

Students arriving between 7:30-7:55 are to go directly to the cafeteria or other staff-monitored area. All students will move to their classrooms at 7:55. Classes begin at 8:10 A.M. with prayer, the pledge, and morning announcements. Students who are not in their homeroom by 8:10 AM are tardy.

**Late Arrival (or Tardies):** If a student arrives at school and is not able to get into the classroom by 8:10, (s)he is considered tardy. All students arriving late must be signed into the school by an adult; students may not be dropped off without an adult signing them in properly. A student will be recorded for an hour of absence for any part of an hour missed and for each hour following.

Morning tardies are only excused if it is related to a weather or traffic event that impacts a significant number of our families or a personal emergency experienced by a family that communicates such to the Main Office on that morning at arrival. Please note that after the third tardy, a parent/guardian is required to meet with an administrator. Persistent attendance issues could result in a success plan, suspension, and/or withdrawal from school.

**Dismissal:** A child is not dismissed from school until his/her mode of transportation is called.

**Car Riders:** The safest procedure is for ALL students to be picked up through the car rider line or checked out through the office. Dismissal practices will be updated for safety purposes. Car rider students will not be released to parents/guardians until 3:00pm dismissal.

Preschool car pickup will occur in the back of the parking lot at 2:55. Those few families who must leave OLGH and get to our SH Campus for pickup may also form a line in the back of the lot. Students will be brought to their cars at 2:55. The car rider line in the alley will then begin pickup at 3:00.

**Please follow the entrance/exit procedures that can be found in the back to school packet and in the BLAST.**

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 most of the time must have written permission from parents/guardians stating which days they will be car riders or walkers. This documentation is mandatory for both campuses.

### **Daily Attendance**

Regular attendance is a key factor in the establishment of a good scholastic record. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to be absent are personal illness, a family death, or a family emergency.

Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative

- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays
- Appointments

When possible, medical and dental appointments should be scheduled outside of school hours.

### **Reporting An Absence**

Parents/guardians are required to call the school before 8:45 A.M. to report a child's absence or tardiness for any reason during the school day including but not limited to: late arrivals, early dismissals, doctor appointments, etc. 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 report your child's absence. A note should be sent in with your child when they return explaining the reason they were out of school. If a pattern of absence or unexcused absence occurs, a parent/guardian will be asked to meet with an administrator.

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 days missed. **Please note, after three or more consecutive days of absence you must present a doctor's note.**

### **Make Up Work**

For all absences, students are responsible for making up the work including tests that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school. Arrangements to pick up the child's work after 2:00 p.m. should be made before noon. If an unexcused absence extends beyond a week, a one week limit will be placed on the time to make up missed work.

### **Excessive Absence and Tardiness**

Students who are absent more than 10 days in a quarter, or who have a pattern of absences throughout the year, may be asked to produce a doctor's excuse. Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record to be recorded as an hour for any part of an hour that is missed.

Excessive unexcused absence or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

- Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.
- Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.
- Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

### **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

Bishop Leibold School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a

student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Bishop Leibold School when determining whether to admit or retain a student.

### **Student Pregnancy**

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

### **Gender Identity**

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same. The Archdiocese of Cincinnati has specified the following policy regarding gender identity: In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

- What is the specific request of the student and/or parents?
- Is the request in keeping with the teachings of the Catholic Church?
- Is the school reasonably able to accommodate the request?

### **After School Care**

We are excited to continue our After Care (3:00-5:30 PM) program. Details can be found on the "Current Family" tab of our school website.

### **Bus Transportation**

State law dictates that all districts are required to provide transportation if the student lives more than 2 miles from Bishop Leibold School and within 30 minutes of the district's center. Bus transportation is currently 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.

Students 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/guardians 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.**

Bishop Leibold students are requested to talk quietly and to behave in the same manner as the school day while on the bus. If a child chooses not to follow bus rules, the school district bus driver will give them a warning or written citation and the parent/guardian (and school) will be notified. Continued misbehavior will result in the bus's school district or Bishop Leibold 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).

### **Cafeteria**

Well-balanced hot meals are prepared for our students each day at both campuses. The cafeteria at Bishop Leibold is serviced and operated by the St. Albert Nutrition Services. Please visit their 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 <http://www.stalbertnutritionservice.com/>

Because Bishop Leibold is contracted with St. Albert Nutrition Services, we must adhere to guidelines with outside food. If outside food for lunch is brought in for a special occasion, the parent or guardian may only share with their own child. Additionally, students are not permitted to bring canned or bottled carbonated drinks as part of the sack lunch program.

### **Parent/Guardian Lunch with Students**

Parents/Guardians who wish to have lunch at school with their children need to notify the school office between 8:00am-8:30am. It is important that food not be shared with anyone other than the student of the parent/guardian visiting.

### **School Cancellations or 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 one- or two-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 Bishop Leibold student would be picked up at 9:15 A.M. at his or her regular stop. Since the bus was the reason for the delay, that student will not be counted tardy prior to 9:15.
- **Closings:** Regarding school closing, Bishop Leibold will be closed only when Bishop Leibold School is specifically named on the television or radio. In the case of school closings, we will send a voicemail, email, and text to all current families. Please listen to WHIO radio 1290 AM, or watch or check online for television stations WHIO (Ch.7) or WDTN-TV2 (Ch.2).
- **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 decides 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/she will not be counted absent, as the bus was the reason for his leaving.

**Pre-Kindergarten and Pre-School classes** Morning half day PS-PK classes will be canceled if Bishop Leibold is on a two-hour delay. Students in our full day PS-PK programs will still attend school on days with delayed starts.

In August, parents/guardians complete an Emergency Dismissal Form for each student (see Addendum C). This form gives the procedure determined by the parent for each student to follow in the case that school dismisses early. If the weather is unusually bad, please watch the TV for your bus district to be named.

### **School Communication**

Bishop Leibold School communications will be given during homeroom each Wednesday. Please check with your students each Wednesday afternoon to receive these communications. It is the student's responsibility to bring home written materials produced by the school or other supporting organizations, but parents/guardians should ask the student for this information.

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 to allow materials to be sent home via our designated carriers:

- Bishop Leibold school-related announcements or events (ex: Bishop Leibold Athletics / CYO Cub/Boy Scouts, Brownies/Girl Scouts, school extracurricular activities, ScienceFEST, etc.)
- St. John Paul II Parish Family announcements or events (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 regular Wednesday distribution.

### **Electronic Communications**

A weekly email Blast is sent to a family email address throughout the school year. This communication works in conjunction with our School Management System, Option C. This system is also used to communicate to parents/guardians via text and phone call in case of urgent updates or emergency situations. Please email the school office for questions about the Blast. Bishop Leibold maintains a school calendar online at our website ([www.bishopleibold.org](http://www.bishopleibold.org)) that is regularly updated. We will have a digital school directory that is available to all families in late September. We also invite you to follow us on social media! We are on Facebook (Bishop Leibold School) and Instagram (Bishop Leibold School).

OptionC is the online grade book for Bishop Leibold. Ongoing parent/student/teacher communication is essential to a successful educational process, so we ask teachers to update weekly and parents/guardians to check their student's account weekly. OptionC provides parents/guardians and students with 24/7 access to classroom information and grades. OptionC will be used for the posting 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).

### **Gifts**

Please refrain from bringing/sending individual student gifts to school (eg: flowers, balloons, etc.) when such gift singles out a student. If you would like to work with your student to bring a gift that benefits all students (such as a book donation or recess toy/game), please work with your child's homeroom teacher.

### **Library**

All students may access books from the Bishop Leibold school library (at each campus). Any book(s) borrowed should be returned in a timely manner and in the same condition it was received. Many classroom libraries have books that may be checked out through the homeroom teacher.

Bishop Leibold works with Dayton Metro Library to help all children obtain a library card and learn about the opportunity that a library card provides. Students in our Early Childhood program through grade five have opportunities as a class to experience programming by our public library on site.

### **Licensing**

Bishop Leibold's preschool classrooms are licensed by the Ohio Department of Education (ODE). Inspections are conducted yearly to ensure compliance with preschool rules. A copy of the compliance report is posted in the classrooms and is available at all times. Parents/guardians may contact the ODE Office of Early Learning and School Readiness if they have questions or concerns. The contact information is: 1-877-644-6338 or [ELSR@education.ohio.gov](mailto:ELSR@education.ohio.gov).

### **Lost & Found**

Bishop Leibold maintains a lost and found at both school campuses. Lost items can be picked up within two weeks by students or families outside of the main office at the OLGH Campus or in the bin located at the front of the cafeteria at the SH Campus. For questions regarding items turned in or missing, please contact the main office.

### **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 must be tempered with good judgment, especially when deciding on the appropriateness of the material. The following guidelines are followed 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?
- Advice from school administration has been sought.
- Prior to classroom viewing of a movie, the teacher will inform the parents/guardians of their plan to show the movie, including the date, instructional purpose, and possible objectionable content that is outweighed by the value of viewing the film.

### **Parties for Classes**

Two parties are held in school by the homeroom parents – 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.

### **Review of Records**

Parents/guardians 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, 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 degree does not allow this to occur.

Student records are considered confidential and can only be released with written parental/legal guardian consent, except for "directory information" which can be shared unless parents/guardians opt-out in writing; this aligns with the federal Family Educational Rights and Privacy Act (FERPA) guidelines protecting student privacy.

### **Tuition Policies / Tuition Awards**

BLS partners with FACTS for the processing and collection of our families' tuition and fees. This platform is also used for incidental billing such as aftercare, lost textbooks, etc. All families are required to set up a FACTS account at the time of registration and must set up a payment plan prior to the start of the school year. No child will be officially enrolled until a payment plan has been selected. Questions regarding tuition and fees can be directed to the school office.

FACTS offers the following payment plans:

- FACTS - Pay in Full Plan
- FACTS - Semi Annual Plan
- FACTS - Quarterly Plan
- FACTS - Monthly Pay Plan
- Please see FACTS agreement terms for service and late fee policies.
- FACTS charges a separate enrollment fee each year

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

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.

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.
- 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.

While we understand that special circumstances can arise, we feel that the ultimate responsibility for payment of tuition rests with the parents/guardians. 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.

### **Tuition Assistance**

BLS offers a variety of tuition assistance. Programs may vary slightly year to year. Please note that deadlines and amounts are subject to change.

- **Pay It Forward Tuition Grant** - This grant provides a tuition grant for continued Catholic educational opportunities for several junior high students that currently attend Bishop Leibold School. Application is included in spring registration materials.
- **Cindy Beyerle Memorial Scholarship** - Multiple scholarships are awarded for students entering the grades six to eighth. Students complete an application. Key criteria include demonstration and display of kindness and humility in and out of the school environment. Application is included in spring registration materials.



- **Laura Schommer Memorial Scholarship** - This scholarship is awarded to a member of the Leibold Leaders who demonstrates the characteristics of service and leadership. A written application is required. Application is included in spring registration materials.
- **Virginia M. Laravie Memorial Scholarship** - The Virginia M. Laravie Memorial Scholarship provides one scholarship per year for a rising 7th or 8th grader. The criteria include a student who despite having experienced some hardship or adversity displays a positive attitude and a strong work ethic, as well as kindness and generosity toward fellow students, faculty, and staff. A written application is required. Application is included in spring registration materials.
- **Bishop Paul Leibold "Living the Faith" Scholarship** - Bishop Paul F. Leibold "Living the Faith" will be awarded to a rising eighth-grade student who best exemplifies Catholic Christian values. The winner is determined by the SH Campus faculty. This scholarship will reduce tuition during the student's final year at Bishop Leibold.

### **Tuition Assistance Program**

It is the intent of Bishop Leibold School to enable all children whose families wish to educate their children here to remain enrolled. If you are considering withdrawing your child from Bishop Leibold for financial reasons, we encourage you to contact the Principal to see if any help can be made available.

A budgeted amount of money has been set aside for income based tuition assistance. This program addresses the economic needs of families based on family income. Your family's adjusted gross income from the IRS tax form is needed to determine eligibility 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/guardians requesting tuition assistance will be directed to the Tuition Assistance Application via the FACTS Grant and Aid system.

### **Withdrawals**

If a student is being withdrawn from Bishop Leibold School for any reason, the school office is to be notified as soon as possible. The family will be required to complete a withdrawal form to be kept in the student's file. All financial matters must be paid in full at time of withdrawal or the school. Please note that graduating students moving to another school within the Archdiocese of Cincinnati will have records released to the schools of their choice including academic records and behavioral records.

There is a withdrawal fee for the 2025-26 school year. This fee, equal to 10% your student's tuition will be charged for students who withdraw after July 1, 2025 or anytime before the end of the school year. This is calculated based on your student's base tuition amount without scholarships applied.

### **Personal Property**

Bishop Leibold School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not Bishop Leibold School, is personally and solely responsible for ensuring that his/her belongings are properly secured. Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk.

**Phone Calls**

It is important to limit the number of times that any classroom is interrupted. No phone calls may be made by students without the Principal, nurse, or office manager's permission. If a family member needs to contact their student or teacher regarding information during the school day, please call the office and we will deliver the message.

## **Health & Safety**

### **Nurse Office Hours**

Bishop Leibold School has a part-time nurse who attends to student health needs at both campuses. The school nurse 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 and document routine vision and hearing screenings as required by the state and parents/guardians will be notified if follow up care is recommended.

**Other Health Screenings** such as dental, vision, hearing, 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.

### **Safety Plan**

Bishop Leibold School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. Bishop Leibold School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

### **Wellness Plan**

Bishop Leibold school provides many opportunities to educate students on a healthy lifestyle including the areas of spiritual, physical, and mental wellness. Our teachers, school counselor, school nurse, and other professionals work with families on a wellness plan.

### **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 any 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.

### **Immunizations**

Bishop Leibold complies with the minimum immunization requirements set forth by O.R.C. 3313.67 and 3313.671. Although Bishop Leibold complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception or excluding a student from school if an outbreak occurs.

### **Administration of Medication**

Bishop Leibold School follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

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.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes and procedures verified by the school nurse..

### **DIABETIC CARE POLICY**

Bishop Leibold School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care. Bishop Leibold School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

- Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- Responding to blood glucose levels that are outside of the student's target range;
- In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- Providing oral diabetes medications;

- Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
- Following the treating physician's instructions regarding meals, snacks, and physical activity; and
- Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

### **School Administration of Diabetes Medications**

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

- The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- The school receives a statement, signed by the prescriber, that includes all of the following information:
  - The name and address of the student;
  - The school and class in which the student is enrolled;
  - The name of the drug and the dosage to be administered;
  - The times or intervals at which each dosage of the drug is to be administered;
  - The date the administration of the drug is to begin;
  - The date the administration of the drug is to cease;
  - Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - Any special instructions for administration of the drug, including sterile conditions and storage.

The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.

The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.

The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

### **Student Administration of Diabetes Medications**

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

### **Non-Restriction Disclaimer**

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

### **Seizure Action Plan**

ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

### **Policy On Student Use of Marijuana**

Bishop Leibold School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Bishop Leibold School maintains a policy of zero tolerance for students' use of marijuana, in particular

due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

### **Child Protection**

Bishop Leibold School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

### **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. Parents/guardians will be notified about any serious blows to the head. Students with minor blows/bumps to the head will take a written protocol sheet with information regarding head injuries home to the parent/guardians.

An injured student will be taken to the nurse's office if the nurse is present or to the school office otherwise. If a seriously injured student cannot be moved, the student will be made as comfortable as possible and the emergency medical squad will be called. Parents/guardians 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 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.

### **Suicide Prevention**

If a student has expressed consideration of or has attempted suicide, the school will connect with parents/guardians to determine and agree to a safety plan for school attendance. Included in the safety plan will be an expectation that a formal medical assessment has been completed and permission granted from the parents/guardians for the school to communicate with the medical personnel providing care for our student. Bishop Leibold is contracting with ECHO at the University of Dayton for the services of a mental health counselor.

### **Communicable Disease**

The Ohio Department of Health guidelines will be followed when a child comes in contact with a communicable disease. Please notify the school 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.

### **Food Policy**

- **Food in Classrooms:** To prevent possible allergen exposure and disruption of the classroom, food in the classroom is not permitted unless it is in a time frame designated by the teacher. No food is permitted in the computer lab, hallways, or playgrounds. There is a scheduled snack time in our younger grade levels, so please send a snack with your child each day. We encourage families to send healthy, age-appropriate snacks with students.

- **Birthday Treats:** Bishop Leibold School strives to create a safe environment for all children and one that promotes healthy lifestyle behaviors. With that in mind, we also want to celebrate and honor your child on their birthday. The school welcomes **non-edible birthday treats** such as pencils, erasers, stickers, novelty items, a classroom board game, books for the classroom library, etc. Students should bring their birthday items to school and their teacher will assist in passing them out and/or acknowledge the classroom donation at their discretion.

### **Food Allergy Policy**

We have developed a process for handling any food allergies that an individual student has. If your child is allergic to any food, please ask the Nurse for a copy of the food allergy policy/procedures which includes responsibilities of the parent, student, and school.

### **School Safety Regulations**

- **Fire and Tornado Drills:** Fire drills are conducted on a monthly basis to practice 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.
- **Lockdown Drills:** Lockdown drills will be held in accordance with state law. The school will send a voicemail to all families to alert them of the drill. If an actual lockdown should occur parents/guardians will be contacted as quickly as possible via email, text and phone. Please ensure that your contact information and preferences are updated in our OptionC system.
- **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 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 their head or arms out the bus windows or throw objects on, from or at the bus.

### **Crisis Management**

The school has a printed crisis plan in the office. The school follows the guidelines of the state. The plan is reviewed annually at the opening staff meeting.

### **Asbestos Compliance**

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.

### **Visitors**

The school welcomes visitors, but state law and Archdiocesan Safe Parish guidelines do regulate visits to school. Any request to make a brief one-time visit to a classroom must be submitted in writing and approved by the school's administration.

There are a number of events for visitors by the school's invitation such as Doughnuts with Grown-Ups and Grandparents Day. Additionally, family and friends are encouraged to attend the weekly Mass at 9:00 at our two campuses. Grades 3-8 attend Mass on Wednesdays at St. Henry Church and grades K-2 attend Mass on Thursdays at Our Lady of Good Hope.

The School has the right to ask a visitor to leave the building if the visitor is interfering with the normal educational process.



## **Volunteers**

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic(on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins in order to volunteer at Bishop Leibold School. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form (Appendix N) prior to volunteering.

## **Cooperation as Condition of Enrollment**

If a student or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Bishop Leibold School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following: Lack of respect for the school's/parish's mission, programs, and activities. Lack of respect for school/parish employees; hindering them from discharging their duties. Lack of respect for school/parish property.

## **Custody Policy**

Non-custodial parents have the right to information regarding a student's progress unless a current court order states otherwise. Bishop Leibold School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

## **Conflict Resolution**

If you have an issue or a conflict that needs to be resolved please follow the steps below:

- **First Step:** Contact should be made directly to the BLS staff member most involved with the situation. This is usually the teacher (except in rare instances - teacher is out of school for illness, etc.) Parents/guardians should expect a return email or call within 24 hours of the parent attempt to contact the staff member except for Friday afternoon. In this case the staff member will respond by Monday afternoon.
- **Next Step:** If the timely response by the appropriate staff member does not resolve the situation, the parent is invited to contact the Principal.

## **Handbook Terms & 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. Each family is required to complete an acceptance form each year that will be kept on file.

## **Addendum A**

### **Harassment, Intimidation, & Bullying Policy at Bishop Leibold School**

#### **1) General**

- a) It is the policy of Bishop Leibold School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b) The School’s internet and computer system may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School.
- c) The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

#### **2) Definition of Terms**

- i) “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- ii) Harassment, intimidation, or bullying” means either of the following:
  - (1) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior both:
    - (a) Causes mental or physical harm to the other student; and
    - (b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - (2) Violence within a dating relationship.
- iii) Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - (1) Causes mental or physical harm to the other student; and
  - (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- iv) In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

#### **3) Types of Conduct**

- a) Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
  - i) Engaging in unsolicited and offensive or insulting behavior;
  - ii) Physical violence and/or attacks;
  - iii) Threats, taunts, and intimidation through words and/or gestures;
  - iv) Extortion, damage, or stealing of money and/or possessions;
  - v) Exclusion from the peer group or spreading rumors; and
  - vi) Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
    - (1) Posting slurs on the Internet, websites, blogs, or social media/networks;
    - (2) Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
    - (3) Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
    - (4) Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

#### **4) Complaints**

- a) Formal Complaints

- i) Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.
  - b) Informal Complaints
    - i) Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.
  - c) Anonymous Complaints
    - i) Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.
- 5) School Personnel Responsibilities
- a) Teachers and Other School Staff
    - i) Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
    - ii) In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.
  - b) Administrator Responsibilities
    - i) Investigation
      - (1) The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
      - (2) Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.
    - ii) Response
      - (1) Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

- (2) When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
- (3) Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
- (4) Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii) Reporting

- (1) Report to the Parent or Guardian of the Offender
    - (a) If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
  - (2) Report to the Parent or Guardian of the Victim
    - (a) If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
  - (3) Police and Child Protective Services
    - (a) Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.
- 6) No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

## **Addendum B**

### **Responsible Use of Technology**

#### **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.

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; *Rose*, 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 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.

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/guardians, 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 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.

## **Addendum C**

### **Google Workspace for Education Notice to Parents and Guardians**

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services” at the choosing of your school:

Chrome Web Store  
Google Arts and Culture  
Google Earth  
Google News  
Google Search Console  
Google Translate  
Third-Party App Backups  
YouTube  
Google Chrome: Fast & Secure  
Apps selected through the [Chrome Web Store](#)  
Apps selected through the [Google Play Store](#)  
Apps selected through the [App Store](#)

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by

the third-party services. Additional information about these third-party services is available at <https://support.google.com/a/answer/6356441?sjid=10844911549118984696-NA>.

Google provides information about the information it collects and how it uses and discloses the information collected from Google Workspace for Education accounts in its Google Workspace for Education Privacy

Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

### ***What personal information does Google collect?***

When creating a student account, Bishop Leibold School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google Core services, Google also collects information based on the use of those services. This can include:

- Account information, which includes things like name and email address.
- Activity while using the core services includes viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- Settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- Location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- Direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support.

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- Activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- Apps, browsers, and devices. Google collects the information about your student's apps, browsers, and devices described above in the Core Services section.
- Location information. Google collects info about your student's location as determined by various technologies. These include GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend on your student's device and account settings.

### ***How does Google use this information?***

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but also used to maintain and improve the



services, make recommendations to optimize the use of the services, provide and improve other services your student requests, provide support, protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

***Does Google use student personal information for users in K-12 schools to target advertising?***

No. There are no ads shown in Google Workspace for Education Core Services. Also, none of the personal information collected in the core services are used for advertising reasons.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

***Can my child share information with others using the Google Workspace for Education account?***

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it or shares it again, that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

***Will Google disclose my child's personal information?***

Google will not share personal information with companies, organizations, and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage you or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity, and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings. With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third-party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

***What choices do I have as a parent or guardian?***

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you do consent to your child's use of Google Workspace for Education, you are able to access or request deletion of your child's Google Workspace for Education account by contacting Dr. Wallace, principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete

personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

***What if I have more questions or would like to read further?***

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available, please contact Dr. Wallace, principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>, and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

## **Addendum D**

### **Use of Artificial Intelligence in the Classroom**

Dear Parents and Guardians,

As emerging technologies like artificial intelligence (AI) become more prevalent, our school is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning. After careful consideration, we have established the following principles:

- Support Education Goals for All: AI will be thoughtfully used to enhance outcomes for every student.
- Privacy & Security: AI use will align with regulations protecting student data privacy, safety, and accessibility.
- AI Literacy: Students and teachers will build skills to critically evaluate and utilize AI technologies ethically.
- Realize Benefits & Address Risks: We will cautiously explore AI benefits while proactively addressing risks.
- Academic Integrity: Students will produce original work and properly credit sources, including AI tools.
- Maintain Human Agency: AI will provide support, not replace educator and student discretion in decisions. Our staff will set parameters for each class and assignment for when and how AI systems can be used.
- Continuous Evaluation: We will routinely audit AI use, updating policies and training as needed.

We remind parents and guardians that AI tools may have age restrictions. For example ChatGPT currently requires users to be at least 13 years old and requires parental or legal guardian consent for students between the ages of 13 and 18. The website warns that “ChatGPT may produce output that is not appropriate for all audiences or all ages and educators would be mindful of that while using it with students or in classroom contexts.”

Our goal is to create a learning environment where AI technologies empower rather than replace the human aspects of education. We embrace these technologies cautiously to prepare students for a future where these technologies are everywhere. Please reach out with any questions or input on these principles as we navigate this rapidly changing terrain together. We thank you for your support.

## APPENDICES

\*\*\*All back-to-school forms are filled out through the online portal. The following documents are available online, too. Families can request physical copies of these documents.

Appendix A	Accident Injury Form
Appendix B	Archdiocesan Policy for Youth Activities/Permission Form
Appendix C	Asthma Inhaler Form for Self-administration
Appendix D	Decree on Child Protection <a href="#">HERE</a>
Appendix E	Emergency Medical Authorization Form (submitted digitally)
Appendix F	Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector
Appendix G	Parent/Guardian Request for Administration of Medication
Appendix H	Physician Request for Administration of Medication
Appendix I	Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector
Appendix J	Responsible Use of Technology (Addendum B–pages 46-47)
Appendix K	School Calendar
Appendix L	Social Media Policy and Media Release Form
Appendix M	Tuition Information and Forms
Appendix N	Volunteer Confidentiality Form

## ACKNOWLEDGEMENT

As a parent or guardian of a Bishop Leibold student, I have read the 2025-2026 Family Handbook as part of my partnership with Bishop Leibold School. Please initial each item and sign/date at the bottom.

### **Handbook Terms & 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. Each family is required to complete an acceptance form each year that will be kept on file. Physical copies of the handbook and any or all of our back-to-school online forms are available upon request.

Parents/Guardians—please initial each of the five lines below.

\_\_\_\_\_ I have read and understand the 2025-2026 Family Handbook

\_\_\_\_\_ I have read and understand the Addendum A - Harassment, Intimidation, & Bullying Policy

\_\_\_\_\_ I have read and understand the Addendum B - Responsible Use of Technology

\_\_\_\_\_ I have read and understand Addendum C - Google Workspace for Education

\_\_\_\_\_ I have read and understand Addendum D - Use of Artificial Intelligence

\_\_\_\_\_  
Print first and last name of student

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Print first and last name of student

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Print first and last name of student

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Print first and last name of student

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Printed name of parent/guardian

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

***\*Please return to your child's homeroom teacher by the first day of school.***