

# BISHOP LEIBOLD SCHOOL

## Bishop Leibold Catholic School Family Handbook 2022-2023



St. Henry



Our Lady of Good Hope



St. Mary of the Assumption

Bishop Leibold School is the shared school in the Beacons of Light Family of Parishes that includes; St. Henry, St. Mary's of the Assumption, and Our Lady of Good Hope Parishes. Our school faithfully serves families of Preschool-8th Grade students in Springboro, Centerville, Miamisburg, Franklin, Miami Township, West Carrollton, and Germantown.

### **Mission Statement:**

*Bishop Leibold School is a Catholic community of students, teachers, parents, parishioners, and religious working together to develop our baptismal call to serve God's people through prayer, study, and action.*

### **Belief Statements:**

- We are a faith community actively promoting and modeling the Gospel message.
- We recognize the importance of nurturing the whole student.
- We are a community that develops and promotes a strong educational foundation that recognizes the capabilities and talents of each individual.
- Prayer and worship are important expressions of our daily lives.
- We are a community that respects life and works to appreciate the gift of life in our families, neighborhoods, and global communities.



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

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

School website: <http://bishopleibold.org>

**Fr. Martin Fox, Pastor**

**Fr. Jim Manning, Fr. David Howard and Fr. Jerome Bishop, Parochial Vicars**

**Dr. Theodore J. Wallace, Principal**

To Our Bishop Leibold Families:

Welcome to the 2022-2023 school year at Bishop Leibold Catholic School!

Our focus is on FAITH, GROWTH and FAMILY. Our school's mission refers to our school as a Catholic community which speaks to our focus on FAMILY. Many parents have described their experiences at Leibold to me as an extended family of cherished friends and committed co-educators of their children. Further, parents give voice to the importance of FAITH development of their children in an environment at Leibold in which many teachable moments occur each day in service, study and prayer. Finally, parents speak proudly about the quality of education at Leibold and how well prepared their children are for high school and beyond (GROWTH).

As we begin our school year together, **we offer this Family Handbook as your reference “guide”** throughout the year.

If you are already a very active family in the BLS experience, I say THANK YOU. If you are still trying to identify ways to get more fully involved, I encourage you to make it happen this year! **It is vital to your children that you know their teachers, that you actively track their progress and that you attend many of the wonderful variety of activities that are such an integral part of what is offered throughout each school year.**

Thank you for entrusting your children to those of us who have the wonderful opportunity of being staff members at BLS!

TOGETHER, we can become The FORCE that distinguishes this very special place--Bishop Leibold Catholic School!

Dr. Theodore J. Wallace, Principal

## **SCHOOL BOARD**

Welcome to the 2022-2023 School Year! Our school board is composed of parishioner and BLS families that are dedicated to fulfilling the mission of our school. Board meetings are held at 7:00 P.M. on the third Tuesday of each month. The meetings will rotate monthly between the two campuses. All regular board meetings are open to the public. See the school calendar at [www.bishopleibold.org](http://www.bishopleibold.org), for the location.

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

Andrew Rathweg, School Board President

### **2022-2023 School Board**

Fr. Martin Fox, Pastor  
Fr. Jerome Bishop  
Fr. Jim Manning  
Fr. David Howard  
Dr. Wallace, Principal  
Andrew Rathweg, President  
Katie Bach, Vice President  
Morgan Pickerrell, Secretary  
Eric Boston  
Bob Gutendorf  
Amanda Mascarenhas  
Whitney Moore  
Gretchen Sabin  
Diana Kessio (PTO president)  
Christina Mays, Bookkeeper (non-voting member)

## **Non-Discrimination Policy**

Bishop Leibold School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic Schools

- 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 the 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 it 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 teaching of the Catholic Church?
  - Is the school reasonably able to accommodate the request?

## **Accreditation**

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

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

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

Prior to the consolidation, Our Lady of Good Hope School was experiencing insufficient student enrollment and rising per-pupil costs. St. Henry School, on the other hand, had a severe space shortage. There were 284 students in grades 2 to 8, and additional space was 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. Our preschool program was added in the 2008-2009 school year. Students in grades 1-4 attended the West Campus in Miamisburg. The East Campus housed students in grades 5-8.

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

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

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

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

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.

## **SCHOOL STAFF AND ROLES**

West Campus (Pre-K/Preschool- 3<sup>rd</sup>)  
Phone #: 937-866-3021

East Campus (4<sup>th</sup> –8<sup>th</sup>)  
Phone #: 937-434-9343

Principal .....	Dr. Theodore Wallace
Pre-School/Pre-K Program.....	Mrs. Carrie Carpenter
Kindergarten .....	Mrs. Stacy Monaghan Mrs. Kathryn Williams Mrs. Joanna Freshwater
Grade 1 .....	Mrs. Lee Dapore Ms. Holly Gabrielson Mrs. Kathy Alexander
Grade 2 .....	Mrs. Rachel Farran Mrs. Meagan Young
Grade 3 .....	Miss Jill Klimaski Ms. Carli Milano
Grade 4 .....	Mrs. Emily Kallenberg
Grade 5.....	Mrs. Gretchen Deters Mrs. Julie Conley
Grade 6 .....	Mrs. Elise Salzl Mrs. Laura Krobath
Grade 7 .....	Mrs. Kimmie Patti Mrs. Amy Meyers Mrs. Becky Kondritz
Grade 8 .....	Mrs. Emily Baker Ms. Gretchen Deters

### **Student Support Team**

Intervention Specialists .....	Mrs. Tammy Jordan Mrs. Becky Anderson
Teacher Interventionists.....	Mrs. Kathy Rosenberg Mrs. Caitlin Stoermer
Classroom Aides.....	Mrs. Jill Gutendorf Mrs. Cory Coch
School Nurse.....	Mrs. Melissa Junker
Guidance Counselor.....	Mrs. Kathy Vanderhorst
Speech and Language Therapist.....	Mrs. Melissa Price
The Reading Lab.....	Ms. Donna Donahue

### **Specials**

Art .....	Mrs. Nikki Strange
Music & Band .....	Mr. Norbert Reynolds
Physical Education .....	Mrs. Michele Hangen
STEM Coordinator and Instructor.....	Mrs. Beth Allaire
Spanish and Computer Keyboarding .....	Mrs. Gretchen Deters

### **Administration Support**

Main Office Managers .....	Mrs. Megan Slemker Mrs. Azure King
Special Projects Coordinator.....	Mrs. Kathy Borchers
Lead Teachers.....	
K-3.....	Mrs. Caitlin Stoermer Mrs. Carrie Carpenter
4-8.....	Mrs. Becky Kondritz
East Cafeteria Manager .....	Mrs. Lynn Gray
West Cafeteria Manager .....	Mrs. Pam Stier

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# **Faith Formation and Academics**

## **FAITH FORMATION**

Faith formation is the primary reason for the existence of Bishop Leibold School. Through the transmission of Catholic doctrine and the experience of Christian Living within the daily school environment, teachers strive to assist parents in the moral and faith development of their children. Learning to pray, classroom religion instruction, deepening one's faith, and showing love and respect to all persons in daily school life and community service projects are essential aspects of the total faith formation program. Students in grades 2 and 8 participate in school day retreats. **Please refer to our school website for the wonderful religion topics that are covered at each grade level.**

## **DAILY ACADEMIC INSTRUCTION**

Teachers devise and execute lesson plans that follow state standards and the graded course of study from the Archdiocese of Cincinnati. To ensure that instruction meets the needs of all students, teachers utilize their own assessments, student participation, test results and standardized assessment information such as IOWA's. 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. Parents will be shown how to access the i-Ready information for their children so that they can track progress throughout the year.

## **HOMEWORK POLICY**

Homework is assigned to practice 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 quizzes and tests.

Daily homework load, on average should be Grades 1-3—15 to 30 minutes, Grades 4-5—45-60 minutes and Grades 6-8—60 to 90 minutes.

Parents can keep track of assignments, grades and test dates via OptionC as all teachers are required to keep that information updated on a weekly basis for students and their families.

Students who are absent have one day for each day missed to complete their assignments. Every attempt will be made to limit subject level tests to no more than two on any given day. Additionally, make-up test/quizzes will be scheduled on a time worked out by the student and teacher.

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

Students who fail to complete their homework may lose recess time to do so. Parents will be contacted if this becomes a continual problem.

### **East Campus: 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 be required to attend a Wednesday Study Table to complete any missing work or assignments currently in progress.

### **East Campus: Grades 6,7,8**

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

- 1) The grade will be reduced by 50% if the assignment is turned in one day late.
- 2) On the second day, no credit is issued
- 3) Make-up time due to an excused absence will follow school policy.

### **JON PETERSON AND 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. BLS administers the test on site during the fall (Gr. 3 reading) and spring (Gr. 3-8) testing windows determined by the state.

BLS is also required to abide by the 3rd Grade Reading Guarantee state policy regarding promotion to grade 4 based upon reading testing results. See Ohio Department of Education for more details.

### **SPECIAL EDUCATION CHILD FIND AND MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

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

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

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

##### **What is 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.

The four primary emphases of MTSS are: 1) To expand and more fully utilize the student progress data sources and more frequently monitor and communicate student progress, 2) To use a **School Leadership Team (SLT)** to monitor student progress data trends at each grade level and over the course of multiple years in order to identify and implement strategies and deploy resources to provide all supports and refinements, 3) For teachers to collaborate to review each student's progress data each week in order to design the most responsive and effective uses of daily instructional time and 4) To inform the interventions being provided by our Student Support Team and initiate the formal evaluation process when a disability is suspected.

The **School Leadership Team (SLT)** that will meet monthly to review student progress data trends using i-Ready, IOWA's, DIBELS, state tests, teacher report cards and others. Teachers will use this data weekly to collaborate with grade level and subject colleagues and our **Student Support Team (SST)** to ensure that all students are being appropriately challenged, to devise instruction that meets the needs of each student and to effectively and consistently communicate student progress to BLS parents.

Teachers, the SLT, and SST will identify students who need additional support in specific areas. Students who are not performing at grade level in any particular subject and students with specific learning needs comprise “Tier 3”. Students on accommodation plans and those identified as requiring additional classroom support comprise “Tier 2”. Tier 2 and 3 students will receive interventions from our SST and classroom teachers. All remaining students comprise “Tier 1” for which daily classroom instruction provides for their academic progress.

### **Who is on the School Leadership Team (SLT)?**

Lead teachers, several additional teachers and staff and Dr. Wallace.

### **Who is on the Student Support Team (SST)?**

Members of the Student Support Team includes our Intervention Specialists, Teacher Interventionists, Classroom Aides, Counselor, ECHO Therapist, Nurse, Speech Therapist and Dr. Wallace. In addition, we contract for occupational therapy, physical therapy, hearing services and vision services.

BLS contracts with several entities for these and other service providers when specific needs arise. BLS has contracts with Montgomery County Education Service Center for Occupational and Physical Therapists, Warren County Education Service Center for Speech Therapist and Intervention Specialist, Miamisburg City Schools for our Counselor and Nurse, Ohio Valley Voices for Hearing Services, University of Dayton’s ECHO program for our family mental health therapist.

The Principal ultimately determines which of these service providers is utilized for any particular student/family need in consultation with the individual family.

### **What if my child continues to struggle even with Tier 2 or 3 additional supports?**

MTSS is designed to identify student struggles as early as possible and provide interventions to help the student make progress in areas of weakness. However, if interventions have been provided and documented for an extended period of time, and the data trends do not reveal that enough progress is being made, then the team may determine that a disability is suspected that is impeding the student’s learning. Parents or guardians will be communicated with regularly if a student is reaching this point and will be well informed about their rights and options for next steps.

### **How does a child qualify for an additional support?**

If the child’s educational team suspects a disability, a pre-evaluation meeting will be scheduled with Miamisburg personnel, BLS staff, and the child’s parents or guardians. At this meeting, the data on the child’s progress will be presented and discussed, and the team will make a decision about whether a disability is suspected. If the team agrees on a suspected disability, then an evaluation will be conducted.

### **What does a full evaluation entail?**

A Miamisburg School Psychologist will detail all of the elements that go into a multi-factored evaluation. It involves gathering information from parents or guardians, teachers, and formal testing such as an IQ test and

norm-referenced academic assessments in reading, writing, and math. All of this information will then be presented at another team meeting and the team will decide whether all of the data presented qualifies a student with a disability under the Individuals with Disabilities Education Act (IDEA). It is important to all of us at Bishop Leibold School that our students' parents or guardians know that you are full participants in this process and that your rights are clearly delineated in thorough written descriptions of the laws and processes that govern this identification and evaluation process.

### **What are the options after a child qualifies?**

Parents or guardians have the right during any point in the process to refuse or deny testing or services. If a child qualifies, there are two options at Bishop Leibold School. Parents or guardians may choose to apply for the Jon Peterson Scholarship and have the school district of residence write an Individualized Education Plan (IEP), or they may choose to have Bishop Leibold write an Individualized Service Plan (ISP).

### **What is the Jon Peterson Scholarship?**

The Jon Peterson Scholarship is a scholarship offered to students who qualify for special education services. This scholarship provides funding for required special needs services outside of the public school setting. JPS students at Bishop Leibold also receive some tuition reduction. For 2022-23, the tuition reduction is \$1,500. Please [click here](#) for more in depth information on the Jon Peterson Scholarship.

### **What is the difference between an IEP and an ISP?**

An IEP is written and implemented by a public school district. An ISP is a similar document that is utilized by private schools. Both documents include specific, individualized goals and plans for instruction to help a student make progress in the classroom. Both are also legal documents that allow for individualized instruction provided by an intervention specialist.

### **How will student progress be communicated to BLS families?**

Teachers will outline course objectives, classroom practices, homework expectations, test and project dates and grades through Open House, use of Option C school management system, at our school and family conferences, and curriculum nights. This year, we have added a second "round" of conferences and both of our conference dates will be "student-led". Teachers will prepare each of their 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 have. It is important that all students attend their conferences this year. Student-led conferences enhance student pride and ownership of their progress and commitment and enable parents to connect with teachers with their children present.

## **STANDARDIZED TESTING**

The Iowa Test of Basic Skills will be given in March/April of the 22-23 school year in grades 1 thru 8. EdChoice Scholarship students in grades 3-8 will participate in state testing as required. The ACRE religion test is given to 5<sup>th</sup> and 8<sup>th</sup> graders in January. 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 AND CONFERENCES**

Report cards are issued quarterly to grades 2 through 8. Students in grades K-3 will be provided with a standards based progress report which indicates to parents the status of their child's progress toward mastery of grade level standards.

STEM classes (grades 3 - 8) will provide a grade to be included in the student's science, language arts or math class.

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

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

F = Below 70

Conferences for K-8 will be held twice this year and be student-led. Conferences will be held November 10 and 11 and March 16 and 17. **Students are required to be present to lead their conferences.** Teachers will prepare students to lead their conferences. This type of school-parent conference enables students to share the good news of their work, what they need to work on and their goals for the next quarter.

## **FIELD TRIPS**

Field trips are designed by the teachers to be an extension of the classroom curriculum. They are recognized as an integral part of a sound educational program. Students may be denied the privilege of attendance if their classroom behavior has been inappropriate. 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 are taken home. Also, all textbooks should be covered. Textbooks are expensive and disregard to their proper care can result in book fines and complete replacement of the assigned text.

## **RETENTION POLICY**

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

1. Retain – a student will repeat the grade level just completed due to the fact that he/she has failed two or more major subjects for the entire year. 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 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. Parent conference MUST occur to discuss the child's placement and what must occur to move forward to the next grade.
3. Pass (Promoted) – a student is passed to the next grade when he/she has 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 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.

## COMPUTER INTERNET POLICY

This information can be found on our school website. If you have any questions, please refer to the school office.

## ELECTRONIC DEVICES

Students are not permitted to have cell phones, iPods, Apple-type 'smart' watches, headphones or other visible 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 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 7:45 and 3:15 PM. For bus riders, students must follow the district's rules regarding cell phone use on the bus.**

If 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.

## ARCHDIOCESAN TECHNOLOGY POLICY

Information on Responsible Use of Technology policy, issued by the Archdiocese 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.

# **Student Activities and Behavior**

## **BISHOP LEIBOLD STUDENT CODE OF CONDUCT**

To have a safe and effective teaching and learning environment, it is necessary to have some parameters and consequences regarding student behavior.

**Most importantly, we plan to regularly recognize all students who exhibit strong values, cooperation and leadership.**

It is also necessary to utilize this code to guide students and correct their choices that, in the opinion of the Bishop Leibold Staff, interrupt the order that is necessary in groups to fully service all students and their families while enabling teachers to focus on the lessons planned each day.

To this end, the following section was developed. It defines the three groups of offenses and the consequences moving from least serious to most serious.

Bishop Leibold School reserves the right to modify these offenses and consequences if we determine an action to be inappropriate to the teaching and learning environment and in keeping with our Catholic values and teachings.

### **Student Participation**

Students must be in good standing with the school in order to participate in extracurricular activities such as 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.

### **Success Plans**

For students with a negative pattern of behaviors or lack of academic effort, the school and parents 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 BLS. The student, parents 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 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.

### **Suspensions**

Suspension of a student means they are not permitted to attend school for a period of not more than ten days.

During a suspension from school, the student:

- 1) Must make up the work they miss as it will count toward their grade.
- 2) Is ineligible for and may not attend any school activity, practice or performance.

A meeting with the student, parents and principal is required when a suspension occurs. The suspension notice will be provided to the family in writing and the reasons for the suspension will be discussed.

## **Demerit/Detention**

Students in grades 4-8 will receive a demerit for a single significant, inappropriate action or a series of minor disruptive behaviors. A teacher or staff member will contact the parent when a demerit is issued and when a detention is earned.

In Grades K-3, students will be asked to complete a reflection paper in the classroom that acknowledges the behavior, apologizes and promises to avoid a repeat of the behavior. If inappropriate conduct persists, a success plan will be created for the student.

In Grades K-5, the Dojo system will be used that enables teachers to focus on reinforcing good choices and address inappropriate choices using an app. Parents can use the app to monitor or see a summary of their child's day. Dojo rewards will be created by the teachers to support consistent good choices by their students.

## **Consequences**

3 demerits= 30-minute detention the following Tuesday/Thursday during recess

An additional detention will be added for demerits number 4 and 5

6 demerits= 1) Detention will be held the following Tuesday/Thursday during recess in grades 4-8.

2) Loss of recess

3) Success Plan

7+ demerits= 1) Out of school suspension

2) No BLS co- or extra-curricular activities for seven consecutive days

3) Success Plan

4) A student may be expelled or asked to withdraw.

## **SCHOOL DETENTION**

Detentions are earned either by an accumulation of demerits or by requirement of administration. Detention times are described under consequences in the previous section. If a student fails to serve a detention, additional Group A consequences will be given.

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

### **Group A Offenses**

1. Disobedience
2. Disrespect
3. Cheating/Dishonesty
4. Minor physical incidents
5. Disruptive behavior
6. Inappropriate language/materials/Obscene gestures
7. Unexcused Tardy-will result in a detention for each tardy beginning with the third tardy.
8. Failure to serve detention
9. Inappropriate use of technology

## **Group A Consequences\***

1. Apology
2. Teacher classroom rules and consequences such as loss of recess
3. Demerit
4. Detention could be earned as well.

**\*Repeat Group A Offenses will result in more serious consequences**

## **Group B Offenses (could be defined as a Group C level of offense in the opinion of the school based on the severity)**

1. Inappropriate use of social media
2. Initiating physical contact that did or could result in physical injury of another.
3. Significant physical response to inappropriate verbal or any physical contact by another student.
4. Threaten harm to another, either directly or indirectly
5. Extorting money or anything else of value from another student
6. Vandalism or destruction of school property or personal property of students, staff or visitors.
7. Stealing
8. Possession/use of tobacco or e-smoking
9. Leaving assigned area on school property or school event or leaving school property.
10. 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.
11. Plagiarism
12. Cutting class
13. Bullying/Hazing/Harassment-verbal or physical
14. Disruption of school or any related event
15. Misuse of school property or materials
16. Public display of affection
17. Sexual harassment
18. Multiple violations
19. Truancy

## **Group B Consequences\***

1. Apology
2. Demerit
3. Detention
4. 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
5. Suspension-Family member will be required to pick up student immediately

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**

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

8. Sexual misconduct

**Group C Consequences**

1. Apology
2. Demerit
3. Detention
4. 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 an extended length of time if the student remains at BLS.
5. Suspension—Family member will be required to pick up student immediately
6. Withdrawal
7. Expulsion

Depending upon the severity of any Group C offense, all consequences could be applied.

## **STUDENT RESPONSIBILITIES AND STUDENT CONDUCT**

Before school students are to:

- Arrive on time between 7:45 up to the tardy time at 8:10. Students will be marked tardy if they arrive in the 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.
- Observe classroom 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 lunch time recess.

In the cafeteria students are to:

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

## **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.

## **BULLYING**

Every student has the right to feel physically, socially and emotionally safe at Bishop Leibold School. Taking principle #6 from The Principles that Guide Us, BLS believes in creating a school environment that is immediately recognizable as Catholic and reflects the atmosphere of family life. Bullying behavior is contrary to our Catholic beliefs on how we treat one another and is counter to 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.

### **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
- Review the statements included in the BLS Pledge

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

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

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

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

## **PLEDGE – ANTI -BULLYING**

A document found in the back of this handbook outlines our policy on bullying, hazing, and harassment. Your family will sign an online form acknowledging their review and acceptance of said policy.

## **SEARCH AND SEIZURE**

Students have the right to privacy of their person and property and may be searched by the principal or his designee with just cause or suspicion. Items or materials considered disruptive to the educational process or items possessed in violation of the student code can be confiscated by teachers or staff.

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

## **Bishop Leibold 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 of clothing and grooming.

### **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: length and tightness.

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

Grades K-7                   Solid navy and belted uniform pants or shorts. Belts are optional in grades K-3

Grade 8                   Plain uniform and belted khaki pants or shorts (while Lands' End pants are preferred, styles and colors that are similar are allowed).

All                           Belts must be solid colored brown, black or blue.

                                  Girls may wear uniform capris in lieu of shorts.

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

Grades K-8                   Bishop Leibold color (navy and gold) plaid or solid navy jumpers and skorts.

                                 Skorts and jumpers must reach below the student's fingertips when their arms are at their sides.. 8th-grade students may wear khaki skorts.

#### **Skirts are not permitted for grades 4-8**

#### **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/Sweatshirts** Solid color--navy blue, red or gray hoodless and zipper less 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 with the BLS logo are acceptable (available only through The Spirit in You)

### **Shoes and Socks**

**Shoes** Flat dress or gym shoes with full backs may be worn. Boots are permitted during 2<sup>nd</sup> and 3<sup>rd</sup> quarters.

**Socks** Girls must wear solid color socks, leggings or tights. Boys must wear solid color socks.

### **Jewelry**

**Necklace** A religious medal or cross may be worn on a short chain.

**Earrings** Single button/stud style earrings are permitted.

**Nails** Neutral colored, natural nails are permitted.

### **Other**

No tattoos or cosmetics are permitted.

Hair must be neatly groomed and of natural color only.

### **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 shorts, nylon shorts or mesh shorts

**Sweatpants** Solid navy blue sweatpants (no jogger or legging style pants)

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

### **Dress Code for out of uniform days/Spirit Days**

**Shirts/Sweatshirts** Team uniform, t-shirts, class t-shirts or any t-shirt that includes the name of Bishop Leibold School.

**Pants** Regular school uniform bottoms (including gym) or traditional denim jeans with no holes.

### **Consequences for Dress Code violations**

**First offense** Warning to student and note home

**Second offense** Demerit

**Repeat offenses** Demerit and follow student code of conduct progression

# **School Operations**

## **STUDENT REGISTRATION AND ADMISSION**

Admission to Bishop Leibold School is open to all **children** regardless of race, sex, national origin, age, and disability (if with reasonable accommodation the child's needs can be met). If there are more applicants than the school can reasonably accommodate, preference will be given to the parishioners of St. Henry, Our Lady of Good Hope, and St. Mary of the Assumption. School documents must be completed as requested. If a school document is altered, including registration materials, it could result in the nullification of that document. Further, untruthful responses on school documents (or purposeful omissions) could negatively impact an enrollment decision by the school.

### **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 final admission is granted.
- An in person meeting with the parent(s), student, and principal is required for new students entering grades 7 and 8

**Refusing to provide requested 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.**

## **ARRIVAL AND DISMISSAL AT SCHOOL**

The following information relates to our arrival and dismissal post-covid.

The school hours at Bishop Leibold campuses are:

**Full Day Kindergarten and Grades 1 to 8 – 8:10 A.M. to 3:00 P.M.**

**AM Kindergarten -- 8:10 A.M. to 11:00 A.M.**

Students are asked to arrive no earlier than 7:45 A.M. unless the bus schedule dictates otherwise.

Students arriving between 7:45-7:55 are to go directly to the cafeteria.

All students will move to their classrooms at 7:55. Classes begin at 8:10 A.M. with prayer, the pledge, and morning announcements (Second Bell). Students who are not in their room by the second bell at 8:10 AM are tardy.

**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. Otherwise, please note that all unexcused tardies after the third tardy will result in a detention each time and will be included in the state law regarding truancy which includes all school time missed, not just full or partial day absences. An accumulation of detentions that do not appear to be a deterrent, 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.

**West Campus / East Campus 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 at the West/East Campuses will not be released to parents until 3:00pm dismissal. Parents are asked to wait in the lobby, instead of going to the classroom.

West Campus Families: This option is not to be used to avoid the car rider line. We must avoid excessive foot traffic on Third St. in the alley and parking areas in order to maximize the safety of everyone during our dismissal time. Preschool car pickup will occur in the back of the parking lot at 2:55. Those few families who must leave West and get to our East 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 on the school website.**

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

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

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

## **ATTENDANCE, ABSENCE, AND VACATIONS**

**Parents 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.

**Early Dismissal** - It is strongly encouraged to keep your child in school for the entire day. To avoid excessive early dismissals a child's grade may be reduced for missed time and a detention may be issued for early dismissals beyond one per month. Exceptions will be made if a doctor's note is provided.

**Chronic Truant** - A child absent "without legitimate excuse" 5 or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in one school year is a chronic truant. Partial school days missed for late arrivals or early dismissals will also be included in this truancy calculation.

**Habitual Truant** – A child absent "without legitimate excuse" 5 or more consecutive school days, 7 or more school days in one school month, or 12 or more school days in one school year is a habitual truant. Partial school days missed for late arrivals or early dismissals will also be included in this truancy calculation.

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

Excused/Authorized Absences include:

1. personal illness
2. illness in the immediate family
3. death of a family member
4. emergency or circumstance which in the judgment of the principal constitutes an acceptable cause for absence.

Parental permission does not make an absence excused or authorized if it does not meet the criteria set forth above. Students are responsible for any missed assignments during their absences. Time allowed for make-up work to be completed is equal to the number of unexcused days missed. **Please note, after three or more consecutive days of absence you must present a doctor's note.**

Vacations – Class time is a vital importance to our children's education and vacations during school days are discouraged. Parents assume the responsibility if a child is taken out of school for a family trip. A vacation form must be filled out no later than a week prior to the student's absence and submitted to the teacher. The teacher will give make up work upon the student's return where the student will have one week to complete and return to the teacher. Teachers may choose to but are not required to get the work ready for the student before they leave. If improper or no notification is given, the principal will be notified and students risk the possibility of not being able to make up the missing work. The school reserves the right to determine that school days missed for a vacation may be unexcused if a pattern of school absences beyond a single vacation during the school year occurs. For example, repetitive days missed during a year for competitions such as dance, cheer, sports, theatre, modeling, etc. may be unexcused and included in truancy calculations. School work will still be required to be made up but the grades for this work will be docked.

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

## 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 BLS 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.
- Children are requested to talk quietly and to behave in the same manner as the school day while on the bus.

- Children may ride ONLY on the bus to which they have been assigned unless they have a permit authorized by the principal to use another bus. To obtain this, parents must make the request by written communication. **A child from one school district is not permitted to ride a bus from another public school district.**

- When a child causes a disturbance on the bus the school district bus driver will give them a warning or written citation and the parent 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. Students are not permitted to bring canned or bottled pop or any carbonated drink as part of the sack lunch program.

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

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

## **PARENT LUNCH WITH CHILDREN**

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

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

## **SCHOOL CANCELLATIONS/ DELAYS**

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

### ***- Delays:***

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

### ***- Early Dismissal:***

In this situation, the students are at school, the weather deteriorates, and the bus system decides to get the students home early. In the case of early dismissals, follow the bus system that your student rides. Example: A BLS student rides his usual West Carrollton bus to school. During the morning, it begins to snow. West Carrollton bus district 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.

**NOTE:** In August, parents complete an Emergency Dismissal Form for each student. This form gives the procedure determined by the parent for each student to follow in the case that school dismisses early. If the weather is unusually bad, please watch the TV for your bus district to be named. **If unsure, you may call the school or check the school website at [www.bishopleibold.org](http://www.bishopleibold.org)**

## COMMUNICATIONS

### 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.

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

### DESIGNATED CARRIER PROGRAM

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

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

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

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

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

## **ELECTRONIC COMMUNICATION**

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 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), Instagram (Bishop Leibold School), and Dr. Wallace is on Twitter (@principalBLS)!

## **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.

## **VISITORS**

The school welcomes visitors, but state laws regarding safety do regulate visits to school. Visitors to classrooms are asked to pick up the visit guidelines in the Main Office when you sign in.

Unscheduled parent visits to the classroom, cafeteria, and playground during the school day should be limited. The Principal has the right to ask a visitor to leave the building if the visitor is interfering with the normal educational process.

## **VOLUNTEERS**

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

## **CONFLICT RESOLUTION**

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

**1<sup>st</sup> 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.) A BLS parent 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.

**2<sup>nd</sup> step:** If the timely response by the appropriate staff member does not resolve the situation, the parent is invited to contact the Principal.

## **FOOD POLICY**

### **Birthday Treats**

It is our goal at Bishop Leibold School to create not 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 if you wish to. The school welcomes **non-edible birthday treats** such as: (pencils, erasers, stickers, novelty items, a classroom board game, books for the classroom library, a donation to the Guardian Angel Fund or a local charity, etc.) Students should bring their birthday items to school and their teacher will assist in passing them out or acknowledge the classroom donation at their discretion.

### **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. This can also be located on the school website.

## **HEALTH SERVICES / MEDICATIONS**

### **Office Hours**

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

### **Health Records**

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

### **Emergency Medical Authorization**

An Emergency Medical Authorization Form must be completed on each student by the parent/guardian and returned to school during the first week of a new school year. The information on this form is used to contact the parent/guardian in the case of an illness or emergency while the child is at school. Should 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.

## **Medication Policy**

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

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

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

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

## **First Aid and Accidents**

School personnel will take every precaution to avoid accident or injury to the students. The principal will be notified immediately when any serious accident occurs. Parents/guardians will be especially 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 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.

Please consult the latest Path Forward updates regarding any illness policies related to COVID-19. If a student is exhibiting any symptoms related to COVID-19 at school (or stays home from school with symptoms), parent or guardian will be contacted via information given in Emergency Medical Authorization and next steps will be advised by school nurse or administration.

### **Suicide Prevention**

If a student has expressed consideration of or has attempted suicide, the school will connect with parents 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 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.

## **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 will be contacted as quickly as possible via email, text and phone. Please ensure that your contact information and preferences are updated in our Option C 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 to the bike rack during school hours.

School Bus Safety – Students must remain seated to keep aisles and exits clear. Food and drinks are not permitted on the bus. Students may not put 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.

## **FULL 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.

## **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 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 AND FOUND**

Bishop Leibold maintains a lost and found at both school campuses. 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?
- Have the movie ratings from the US Congress of Catholic Bishops been viewed? ([www.usccb.org/movies/](http://www.usccb.org/movies/)) A rating above A-I should not be used at the West Campus, likewise a movie rated above A-II should not be considered at the East Campus.
- Advice from school administration has been sought.
- Prior to classroom viewing of a movie, the teacher will inform the parents 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**

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.

## **OPTION C**

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

## **REVIEW OF RECORDS**

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

In such matters where a divorce or separation has occurred in a family, it is presumed that either parent (custodial and non-custodial) of the student has the authority to inspect and review educational records of the student, unless the school office has been provided with evidence that there is a legally binding instrument to

the contrary. If a divorce or separation occurs in a family, the school office should receive a certified copy of the court order stating which parent has custody of the child. The parent with custody has the right to receive all status reports and report cards for the child. If the non-custodial parent also requests reports, they must be sent unless a legal decree does not allow this to occur.

## **STUDENT-PARENT-TEACHER CONFERENCES**

Parents are urged to confer with their child's teachers on a regular basis, especially if they receive notice of academic deficiencies or conduct problems. Open and frequent communications are necessary components in the school-family relationship. You 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.

Student-led conferences will be held twice this year and all students and parents are expected to attend. Conferences will be required and held after the third quarter for all students in danger of failing for the year or possibly being retained. Parents are asked to email, phone, or write a note to the teacher for an appointment time. Drop-in visits are less productive and may not allow for enough time for preparation to discuss an issue.

## **TUITION POLICIES / TUITION AWARDS**

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

2. FACTS offers the following payment plans:

- FACTS - Pay in Full Plan: Due either July 1<sup>st</sup> or the 15th.
- FACTS - Semi Annual Plan: Due in July and January on either the 1st or 15th
- FACTS - Quarterly Plan: Due July, Nov., Feb., and May; select due date of either the 1<sup>st</sup> or 15<sup>th</sup> of the month.
- FACTS-11 Monthly Pay Plan: Starting in July through May; select due date of either 1<sup>st</sup> or 15<sup>th</sup>.
- Service fees are as follows for not paying in full: 4 pay plan = 1.5% and 11 pay plan = 2.3%.
- FACTS charges a separate enrollment fee each year for selecting any plan other than the one pay. They are as follows: Pay in Full Plan = No charge, Semi Annual Plan = \$20, 4 pay plan=\$45 enrollment and 11 pay plan=\$45 enrollment.

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

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

4. Failure to keep tuition payments current can lead to the following:

- a.) Upon student withdrawal or graduation, school records will be held.
- b.) Students will not be able to return at the beginning of the new quarter.
- 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. **If circumstances arise that make payment of tuition difficult, it is important that the pastor(s) and principal be contacted to make arrangements for payment. We hope you understand and respect our position.**

## **Tuition Assistance**

BLS offers a variety of tuition assistance. Additional programs may be added throughout the year. Please note that deadlines and amounts are subject to change.

**Pay It Forward Tuition Grant-** This Grant provides a 50% tuition grant for continued Catholic educational opportunities for six junior high students that currently attend Bishop Leibold School. (Application is included in registration materials.)

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

**Laura Schommer Memorial Scholarship-** One \$500 scholarship to a member of the Leibold Leaders. A written application is required. Scholarship will be awarded to a student who demonstrates the characteristics of service and leadership. Application is included in registration materials.

**Virginia M. Laravie Memorial Scholarship-** The Virginia M. Laravie Memorial Scholarship will provide one (1) \$1000 scholarship per year for an incoming 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. The winner is determined by east campus faculty.

**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 east campus faculty. This scholarship will reduce tuition during the student's final year at Bishop Leibold.

### **Tuition Awards for Graduating 8<sup>th</sup> graders:**

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

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

**Additional scholarships that become available will be communicated to families throughout the year.**

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

Parents requesting tuition assistance will be sent the necessary materials in mid-March. Notification of tuition assistance will be made available during the first two weeks of May. All recipients of financial aid **MUST** be parishioners and be expected to pay tuition of at least \$1000 per student. There is a \$28.00 fee that is to be paid when completing the Tuition Assistance Application via the FACTS Grant and Aid system.

#### **Guardian Angel Fund:**

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

## **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 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.

## **HANDBOOK TERMS AND CONDITIONS**

Bishop Leibold School reserves the right to amend or change this document at any time. All interpretations of this handbook and school policies are the decision of the school administration and are final. Each family is required to complete an online 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) Miscellaneous

a) 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, 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, incompliance 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

### **COVID-19 Acknowledgement of Risks**

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at Bishop Leibold School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Bishop Leibold School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at Bishop Leibold School, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any Bishop Leibold School function. The same is true for parent(s) of a student at Bishop Leibold School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person Bishop Leibold School functions is the choice of each family, including ours. If student or parent(s) who visit Bishop Leibold School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Bishop Leibold School, attend any Bishop Leibold School function, or visit Bishop Leibold School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Bishop Leibold School or any Bishop Leibold School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.