

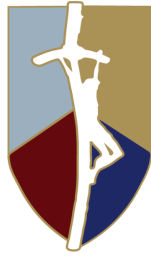
2024-2025

**BISHOP LEIBOLD**  
SCHOOL

**STUDENT HANDBOOK**



St. John Paul II  
Parish Family



# St. John Paul II Parish Family

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

*Our school faithfully serves families of Preschool-8th Grade students in Springboro, Centerville, Miamisburg, Franklin, Miami Township, West Carrollton, and Germantown.*

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INSERT PHOTO

**OLGH Campus  
(Preschool - Grade 2)**  
24 South Third Street  
Miamisburg OH 45342  
Phone: 937-866-3021  
Fax: 937-866-5680

INSERT PHOTO

**SH Campus  
(Grades 3 - 8)**  
6666 Springboro Pike  
Dayton OH 45449  
Phone: 937-434-9343  
Fax: 937-436-3048

**[bishopleibold.org](http://bishopleibold.org)**

**School hours:**

8:10 AM - 3:00 PM

Students may be dropped off at 7:30 AM

**Office hours during school year:**

7:45 AM to 3:45 PM

**Fr. Martin Fox, Pastor**

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

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

**Mrs. Becky Kondritz, Assistant Principal**

To Our Bishop Leibold Families:

Welcome to the 2024-2025 school year at Bishop Leibold Catholic School! It is a SPECIAL year because we will be celebrating our 50th year as Bishop Leibold School after a longer history of two parish elementary schools.

As part of our accreditation process last year, we renewed our Mission and Belief Statements ([link](#)).

We are excited that the focus of our Mission Statement is our commitment to develop and recognize the unique talents and virtues of each student.

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 or you are a new BLS family, I encourage you to make it happen!

**It is vital to your children that you:**

- **know their teachers,**
- **actively track their academic assignments and progress,**
- **volunteer for or at least attend the wonderful variety of family 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 STAFF AND ROLES**

Principal .....	Dr. Theodore Wallace
Assistant Principal .....	Mrs. Rebecca Kondritz
Pre-School/Pre-K Program .....	Mrs. Julie Hornbeek, Director
	Mrs. Misti Papalios
	Mrs. Sarah Riley
Kindergarten .....	Mrs. Francheska Ramirez
	Mrs. Joanna Freshwater
	Mrs. Lee Dapore
Grade 1 .....	Mrs. Rebecca Wille
	Mrs. Kathy Alexander
Grade 2 .....	Mrs. Carrie Carpenter
	Miss Katie Donohue
Grade 3 .....	Miss Anniston Burlingame
	Miss Jill Klimaski
	Ms. Carli Milano
Grade 4 .....	Ms. Alexandra Murray
	Mrs. Jennifer Wright
	Ms. Maria Schmiesing
Grade 5 .....	Mrs. Julie Conley
	Mrs. Cheryl Cole
Grade 6 .....	Mrs. Mary Kincaid
	Mrs. Joy Meyers
Grade 7 .....	Mrs. Kimberly Patti
	Mrs. Amy Meyers
Grade 8 .....	Mrs. Samantha Bernadowski
Art .....	Mrs. Kelly Snyder
	Mrs. Sarah Riley
Band, Choir, & Music .....	Mr. Norbert Reynolds
Physical Education .....	Mr. Derek Gilbert
STEM Coordinator and Instructor .....	Mrs. Beth Allaire
Spanish .....	Mrs. Gretchen Deters
	Mrs. Francheska Ramirez
<b>Student Support Team</b>	
Intervention Specialists .....	Mrs. Gabrielle Ambrosius
	Mrs. Rachna Sarwal
Teacher Interventionists .....	Mrs. Kathy Rosenberg
	Mrs. Francheska Ramirez
	Mrs. Laura Krobath
Classroom Aides .....	Mr. Derek Gilbert
	Mrs. Cory Coch
	Mrs. Lissett Mansbridge
School Nurse .....	Ms. Skylar Born
Guidance Counselor .....	Mrs. Kathy Vanderhorst
Speech and Language Therapist .....	Mrs. Melissa Price
The Reading Lab .....	Ms. Donna Donahue
<b>Administration Support</b>	
Administrative Manager .....	Mrs. Azure King

Main Office Receptionist . . . . .	Mrs. Megan Slemker (SH Campus) Mrs. Jenny Granite (OLGH Campus)
Special Projects Coordinator . . . . .	Mrs. Kathy Borchers
Parent Engagement Coordinator . . . . .	Mrs. Jenny Granite
SH Campus Cafeteria Manager . . . . .	Mrs. Lynn Gray
OLGH Campus Cafeteria Manager . . . . .	Mrs. Pam Stier
Aftercare Director . . . . .	Ms. Shressa Reed

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

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

**During the 2024-25 school year, we will celebrate the 50th anniversary of the school's consolidation!**

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

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

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

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

Growth, both spiritually and academically, continues to call the Bishop Leibold Community. Beginning the 1989-90 school year, Bishop Leibold School extended its educational program to include a Kindergarten. Our preschool program was added in the 2008-2009 school year. Currently, the Our Lady of Good Hope Campus houses Preschool through grade 2, and grades 3 through 8 attend the St. Henry Campus.

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

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

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

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



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

## **Bishop Leibold School**

### **Mission Statement**

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

### **Belief Statements**

We Believe . . .

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

### **ACCREDITATION**

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

### **ADMINISTRATION**

Bishop Leibold is a parish school which operates under the authority of the Pastor, Fr. Martin Fox; under the direction of the school principal, Dr. Theodore J. Wallace; and under the advice of the School Advisory Board.

### **SCHOOL ADVISORY BOARD**

Welcome to the 2024-2025 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 in the PAC on the St. Henry Campus. 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 or the Board President no later than four (4) days prior to the scheduled board meeting.

### **RIGHT TO AMEND**

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

### **ADMISSION & REGISTRATION**

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

Bishop Leibold School 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.

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

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

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

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

### **Acceptance of Registration**

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

**Registration fees are not refundable.**

# **FAITH FORMATION & ACADEMICS**

## **Faith Formation**

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

**From 2024-2028, Bishop Leibold School's Catholic Identity Goal in our state accreditation plan will be:**

**Bishop Leibold School students will increase active participation in service learning while focusing on the Catholic Social Teaching Theme - Option for the Poor and Vulnerable.**

## **Daily Academic Instruction**

Teachers devise and execute lesson plans that follow the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools office. The curriculum is aligned with the State of Ohio's Learning Standards. To ensure that instruction meets the needs of all students, teachers utilize their own assessments, student participation, and standardized assessment information. i-Ready student academic growth assessments will be given in math and reading to all K-8 students in the fall, winter and spring. i-Ready provides teachers with specific information about each student's strengths and challenges that can be used to adapt instruction throughout the year. Parents/guardians 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 and reinforce concepts learned in school and to exhibit understanding of those concepts. In addition, time at home is required to complete reading assignments, project requirements and preparation (review) for assessments. The average daily homework load should be approximately 15 to 30 minutes in grades 1-3; 45 to 60 minutes in grades 4 & 5; 60 to 90 minutes in grades 6-8.

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

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

- Regularly access Option C to monitor assignments, assessment dates, grades, and completed homework and projects.
- Ensure a good study routine at home and while you can certainly help your child understand an assignment, it is critical that what the student submits to the teacher is exclusively their own work.

- Contact the teacher if you observe that your child is spending an excessive amount of time trying to complete any particular homework assignment.

Support for students who do not complete homework:

- **Grades 1-3:** Students who fail to complete their homework may need to use recess time to do so. Parents/guardians will be contacted if this becomes a continual problem and a Study Table (during recess) may be assigned.
- **Grades 4-5:** Failure to turn in a complete assignment on the due date will result in a lowering of a letter grade for each day it is late. After three missing assignments, students will attend a Study Table (during recess) to complete any missing work or assignments currently in progress.
- **Grades 6-8:** If a homework assignment is NOT turned in on its due date:
  - the grade will be reduced by 25% if the assignment is turned in one day late.
  - On the second day, the grade is reduced from the original grade by 50%. Students will attend
  - Study Table (during recess) until the assignment is completed. No credit will be given after the unit is complete.

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

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

The state requires that all students in grades 3-8 who are using the EdChoice or Jon Peterson Scholarships take the state proficiency tests. For reading and math, we are permitted to use the iReady results to satisfy this scholarship requirement. 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**

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

Miamisburg City Schools is responsible for conducting this child find process. The process is completed in a time period comparable to students attending public school districts. Children with a disability enrolled by their parent/guardian in a chartered nonpublic school must be reevaluated by the district where the nonpublic school is located at least once every three years. If you have any questions regarding the child find process, a re-evaluation, or suspect a concern related to a student, please call either Bishop Leibold school office.

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

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

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)** (comprised of teachers, staff, assistant principal, and principal) 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) 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/guardians.

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 Student Support Team (SST)?**

Members of the Student Support Team include our Intervention Specialists, Teacher Interventionists, Classroom Aides, Counselor, ECHO Therapist, Nurse, Speech Therapist and Principal. 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, The Reading Lab, 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.

### **Standardized Testing**

Bishop Leibold School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. EdChoice Scholarship students in grades 3-8 will participate in testing required by the state. The ARK (Assessment of Religious Knowledge) religion test is given to students each spring. A discussion with the principal is advised if questions need to be answered regarding any of these tests and their results. *We request that appointments be avoided during this testing time as well as having students well rested.*

### **Report Cards**

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

A+ = 99-100	B+= 91-92	C+= 83-84	D+= 75-76
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**

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

Parents/guardians are urged to confer with their child’s teachers on a regular basis, especially if they receive notice of academic deficiencies or conduct problems. Open and frequent communications are necessary components in the school-family partnership. Parents/guardians are encouraged to contact your child’s teacher if you would like to meet to discuss your child’s progress during the course of the year. It is highly recommended that the student be present at these conversations.

### **Field Trips**

Field trips are designed by the teachers to be an extension of the classroom curriculum. They are recognized as an integral part of a sound educational program. Students may be denied the privilege of attendance if their classroom behavior has been inappropriate. If a permission slip is not signed by a parent and returned to the school the student will not be permitted to participate. Permission slips for an upcoming field trip will include the time, place, event, and the dress for the event.

### **Book Care**

A book bag should be used whenever books (or school issued supplies) are taken home. Also, 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.

Any/all factors described above can be used to determine which designation is most appropriate.

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

- \* Ultimately the decision is made by the school in partnership consultation with the family.
- \* If there is potential for retaining or placing a student a meeting will take place early fourth quarter.
- \* Ability Adapted Curriculum – This mark is used sparingly. There is a difference in differentiating the instruction and recreating the curriculum to adapt to one’s ability. For example, shortening a student’s vocabulary list or spelling list is NOT an ability adapted curriculum change, it is an accommodation or strategy in differentiating instruction. Having a fifth grader reading out of a second-grade literature book is adapting the curriculum. Very few of our students fall in this realm. If you have a question or concern in this area, please contact the teacher.

## **Electronic Devices**

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

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

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

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

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

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

## **Google Workspace for Education**

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



# **Student Activities and Behavior**

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

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

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

If removal of the student is requested by the school, parent/guardian will be contacted and expected to make arrangements for immediate pickup.

The code of conduct and rules stated in this handbook are not exhaustive and are advised by the Archdiocese of Cincinnati. 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.

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

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

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

## **Student Participation**

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

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

- 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?

### **Success Plans**

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

### **Suspensions & Expulsion**

Suspension of a student means (s)he is not permitted to attend school for a period of not more than ten days. In cases where a student is suspended, the following procedures will be followed:

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

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

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

### **Demerit & Detention**

Students in grades K-8 will receive a demerit for a single significant, inappropriate action or a series of minor disruptive behaviors. A parent/guardian will be notified when a demerit or a detention is earned. Detention is used for student reflection and discussion with staff about how to make more acceptable choices including discussion of helpful resources available to the student. When a detention is issued, students are required to serve. Parent/guardian will be requested to acknowledge receipt of notice as a partner in your child's education. If a student fails to serve a detention, additional Group A consequences will be given.

## Consequences

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

## Group A, B and C Offenses and Consequences

- **Group A Offenses**
  - Disobedience
  - Disrespect
  - Cheating/Dishonesty
  - Minor physical incidents
  - Disruptive behavior
  - Inappropriate language/materials/Obscene gestures
  - Unexcused Tardy-will result in a detention for each tardy beginning with the third tardy.
  - Failure to serve detention
  - Inappropriate use of technology
- **Group A Consequences\***
  - Apology
  - Teacher classroom rules and consequences such as loss of recess
  - Demerit
  - Detention could be earned as well.
  - **\*Repeat Group A Offenses may result in more significant consequences**
- **Group B Offenses** (school administrator may defined as Group C offense based on the severity)
  - Inappropriate use of social media
  - Initiating physical contact that did or could result in physical injury of another.
  - Significant physical response to inappropriate verbal or any physical contact by another student.
  - Inappropriate racial or sexual reference or insult
  - Threaten harm to another, either directly or indirectly
  - Extorting money or anything else of value from another student
  - Vandalism or destruction of school property or personal property of students, staff or visitors.
  - Stealing
  - Possession/use of tobacco or e-smoking
  - Leaving assigned area on school property or school event or leaving school property.
  - Fighting on school property, en-route to and from school or at any school event. A genuine effort to avoid engaging in an altercation must be evident on the part of the responding party.
  - Plagiarism
  - Cutting class
  - Bullying/Hazing/Harassment-verbal or physical
  - Disruption of school or any related event
  - Misuse of school property or materials
  - Public display of affection
  - Sexual harassment

- Multiple or repeated violations
- Truancy
- **Group B Consequences\***
  - Apology
  - Demerit
  - Detention
  - Become ineligible to participate in any Bishop Leibold co- or extra-curricular activity or school event such as athletic teams, music or art events, field trip, class trip, etc. for one week.
  - Suspension
  - Depending upon the severity of any Group B offense, all consequences could be applied.
  - **\*Repeat Group B offenses will result in more serious consequences.**
- **Group C Offenses**
  - Assault on student or staff member
  - Repetition of physical incidents
  - Possession, use, transmission of narcotics, alcohol and other drugs, substances or paraphernalia.
  - Transmission, concealment, creation, handling and use of firearms or any other instrument that could do harm or cause fear.
  - Arson
  - False alarms and bomb threats
  - Violation of the law
  - Sexual misconduct
- **Group C Consequences**
  - Apology
  - Demerit
  - Detention
  - Ineligible to participate in any Bishop Leibold co- or extra-curricular activity or school event such as athletic teams, music or art events, field trip, class trip, etc. for an extended length of time if the student remains at Bishop Leibold.
  - Suspension
  - Withdrawal
  - Expulsion
  - Depending upon the severity of any Group C offense, all consequences could be applied.

## **STUDENT RESPONSIBILITIES & CONDUCT**

Before school students are to:

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

In the classroom students are to:

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

In the hallway students are to:

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

During recess students are to:

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

In the cafeteria students are to:

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

## **Student Confidentiality**

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

## **Bullying**

Every student has the right to feel physically, socially and emotionally safe at Bishop Leibold School. Bishop Leibold believes in creating a school environment that is immediately recognizable as Catholic and reflects the atmosphere of family life. Bullying behavior is contrary to our Catholic beliefs on how we treat one another and is counter to one of our belief statements, "We are a faith community actively promoting and modeling the Gospel message."

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

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

- Clearly and firmly tell the person to stop
- Remove yourself from the situation
- Do not retaliate
- Immediately report an incident to an adult at school
- Avoid being alone with the person involved
- Inform your parents/guardians
- Review the statements included in the Harassment, Intimidation, & Bullying Policy (Addendum A)

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

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

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

- Supervise students in all areas of the school and playground
- Watch for signs of bullying and intimidating behaviors and intervene when it happens
- Educate students on bullying prevention
- Take seriously parent and student concerns regarding bullying

## **Search and Seizure**

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.

### **Student Dress Code**

The student dress code focuses on what can be worn to school and attempts to minimize the cost or extravagance for preparing for school each day. As always, Bishop Leibold School reserves the right to make the final decision on the appropriateness of conservative 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 uniform dress pants or shorts (while Lands' End pants are preferred, styles and fit that are similar are allowed). Shorts should be at least fingertip length when arms are extended and no undergarments should be showing. Stretch, yoga, or tight fitting pants are not permitted.
- Grade 8             Plain uniform and khaki (or navy) dress pants, capris, or shorts (while Lands' End pants are preferred, styles and fit that are similar are allowed).

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

- Grades K-8           Bishop Leibold color (navy and gold) plaid or solid navy jumpers and navy skorts. Skorts and jumpers must reach below the student's fingertips when their arms are at their sides. 8th-grade students may wear khaki skorts.

### **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 zipperless cardigan sweaters. Uniform sweatshirts with the "L" Leibold logo are also permitted. Items must be worn over shirts or blouses that are described above.
- Uniform Fleece       Fleece or quarter-zip with the BLS logo is acceptable (available only through The Spirit in You).

### **Shoes and Socks**

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

### **Jewelry, Accessories, & Cosmetics**

- Necklace           A religious medal or cross may be worn on a short chain.
- Earrings           Single button/stud style earrings are permitted.
- Hair Accessories   No head scarfs, large distracting headbands, hair tinsel, etc.
- Cosmetics (including nail polish, tattoos, or artificial hair coloring) are not permitted. Please seek written permission from the principal if there are cultural exemptions.



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

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

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

**Dress Code for Out-of-Uniform Days/Spirit Days**

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

**Consequences for Dress Code Violations**

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

# **School Operations**

## **Arrival & Dismissal at School**

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

**Arrival:** Students are asked to arrive no earlier than 7:30 A.M. unless the bus schedule dictates otherwise. Students arriving between 7:30-7:55 are to go directly to the cafeteria. All students will move to their classrooms at 7:55. Classes begin at 8:10 A.M. with prayer, the pledge, and morning announcements. Students who are not in their homeroom by 8:10 AM are tardy.

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

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

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

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

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

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

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

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

## **Attendance, Absence, & Vacations**

Attendance (including all time missed from school) will be reported in hours. This enables the school to better comply with how we are required to report attendance in order to comply with local and state law regarding compulsory education. It will also provide our parents with a valuable insight into the cumulative effect of time missed from school. A parent/guardian will be required to meet with an administrator if a pattern of hours lost to absence, vacation, tardiness or early dismissal occurs.

Regular attendance is an important factor in the establishment of a solid scholastic record. Work missed through absences can be difficult to make up without participation in daily classroom discussions and work.

Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

Parents/guardians should send a note, dated, and signed by the parent/guardian 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.

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

- **Absence:** Parents/guardians are required to call the school before 8:45 A.M. to report a child's absence or tardiness for any reason during the school day including but not limited to: late arrivals, early dismissals, doctor appointments, etc. If you would like to have your child's homework picked up at 3:00 P.M. or sent home with another student, please indicate this when you report your child's absence. A note should be sent in with your child when they return explaining the reason they were out of school. If a pattern of absence occurs, especially unexcused, a parent/guardian will be required to meet with an administrator.
  - **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 Truancy** (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.
- **Early Dismissal:** It is strongly encouraged to keep your child in school for the entire day. A student will be recorded for an hour of absence for any part of the final hours missed and for each hour prior to that time. If a pattern of early dismissal occurs, a parent will be required to meet with a school administrator.
- **Vacations:** Since class time is a vital importance to our children's education, vacations during school days are discouraged. Parents/guardians 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 the time allotted for excused makeup work, but not to exceed 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. Any additional vacation time beyond one vacation, the parent/guardian will be required to meet with a school administration.

- **Appointments:** Parents/guardians 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 Bishop Leibold School and within 30 minutes of the district's center. Bus transportation is currently provided for those eligible by the Miamisburg, West Carrollton, Centerville, and Springboro School Districts. All bus schedules, regulations, and routes are determined by these school districts. Those families who live outside the above districts and provide their own transportation will be reimbursed by the State at the end of the year for each day their child attended class. (You must apply for this through your district.) **Note:** Students from another school district can be transported and be eligible for transportation by Centerville, Miamisburg, Springboro and West Carrollton through authorization by the district's school board.

Lists of all students eligible for bus service are kept on file at each districts' Board of Education. Withdrawals, new enrollments, or change of address necessitating change of bus assignments, should be given to the school office in order that this information may be forwarded to the proper district.

Bishop Leibold students are requested to talk quietly and to behave in the same manner as the school day while on the bus.

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

If a child chooses not to follow bus rules, the school district bus driver will give them a warning or written citation and the parent/guardian (and school) will be notified. Continued misbehavior will result in the bus's school district or Bishop Leibold denying the child the privilege of riding the bus. Questions regarding bus schedules should be directed to transportation supervisors at the following offices: Miamisburg (866-1283), Springboro (748-3960), West Carrollton (859-5121 X 8960), and Centerville (885-7776).

### **Cafeteria**

Well-balanced hot meals are prepared for our students each day at both campuses. The cafeteria at Bishop Leibold is serviced and operated by the St. Albert Nutrition Services. Please visit their website for information on breakfast programs, café updates, menus, payment options, free and reduced forms, lunch prices, snacks, and nutritional information. You can access it through the school website or go directly to <http://www.stalbertnutritionservice.com/>

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

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

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

## **School Cancellations or Delays**

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

- **Delays:** *In case of delays, follow the bus system that your student rides.* If one of the districts has a one- or two-hour delay, all students who ride that system's buses, including Bishop Leibold students, are delayed. For example: A BLS student normally rides a Springboro bus at 7:15 A.M. If Springboro were on a 2-hour delay, the Bishop Leibold student would be picked up at 9:15 A.M. at his or her regular stop. Since the bus was the reason for the delay, that student will not be counted tardy prior to 9:15.
- **Closings:** Regarding school closing, Bishop Leibold will be closed only when Bishop Leibold School is specifically named on the television or radio. *In the case of school closings, we will send a voicemail, email, and text to all current families.* Please listen to WHIO radio 1290 AM, or watch or check online for television stations WHIO (Ch.7) or WDTN-TV2 (Ch.2).
- **Early Dismissal:** In this situation, the students are at school, the weather deteriorates, and the bus system decides to get the students home early. *In the case of early dismissals, follow the bus system that your student rides.* Example: A BLS student rides his usual West Carrollton bus to school. During the morning, it begins to snow. West Carrollton bus district decides to transport students home at 1:00 P.M. The BLS student would ride his West Carrollton bus home at 1:00 P.M. He/she will not be counted absent, as the bus was the reason for his leaving.

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

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

## **School Communication**

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

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.

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

- Bishop Leibold school-related announcements or events (ex: Bishop Leibold Athletics / CYO Cub/Boy Scouts, Brownies/Girl Scouts, school extracurricular activities, ScienceFEST, etc.)
- St. John Paul Parish Family announcements or events (ex: Knights of Columbus, Vacation Bible School, Confirmation, First Communion.)
- City, Township, Metro Parks or YMCA programs for students
- Materials from local high schools.

Organizations, businesses or clubs that have no affiliation with the school and are offering a service or event for their own profit will not have access to our regular Wednesday distribution.

### **Electronic Communications**

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

### **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, so we ask teachers to update weekly and parents/guardians to check their student's account weekly. Option C provides parents/guardians and students with 24/7 access to classroom information and grades. Option C will be used for the posting grades and report cards. Hard copies of these reports will only be sent home if the parent requests. Please send these requests to your child's homeroom teacher. (see Report Cards for additional information.)

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

There are a number of events for visitors by the school's invitation such as doughnuts with grown-ups and Grandparents Day. Additionally, family and friends are encouraged to attend the weekly Mass at 9:00 at our two campuses. Grades 3-8 attend Mass on Wednesdays and grades K-2 attend on Thursdays.

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

## **Volunteers**

Volunteers 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:

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

## **Food Policy**

- **Food in Classrooms:** To prevent possible allergen exposure and disruption of the classroom, food in the classroom is not permitted unless it is in a time frame designated by the teacher. No food is permitted in the computer lab, hallways, or playgrounds. There is a scheduled snack time in our younger grade levels, so please send a snack with your child each day. We encourage families to send healthy, age-appropriate snacks with students.
- **Birthday Treats:** Bishop Leibold School strives to create a safe environment for all children and one that promotes healthy lifestyle behaviors. With that in mind, we also want to celebrate and honor your child on their birthday. The school welcomes **non-edible birthday treats** such as pencils, erasers, stickers, novelty items, a classroom board game, books for the classroom library, 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 and/or acknowledge the classroom donation at their discretion.

## **Food Allergy Policy**

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

## **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 may be reached by calling either campus office.

### **Health Records**



In compliance with the Ohio Department of Health, accurate medical records are kept on every student. A complete record of immunizations or exemptions is kept on file in the health office. **State law requires that each student must have evidence on file by the fifteenth (15<sup>th</sup>) day of entry to school that he/she has received or is in the process of receiving required immunizations. Noncompliance is a possible reason for exclusion from school.** A physical exam is required and a dental exam recommended at the time of enrollment at Bishop Leibold School. The school nurse will conduct and document routine vision and hearing screenings as required by the state and parents/guardians will be notified if follow up care is recommended. Other health screenings such as dental 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 notified about any serious blows to the head. Students with minor blows/bumps to the head will take a written protocol sheet with information regarding head injuries home to the parent/guardians.

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

### **Illness and Medical Conditions**

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

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

### **Communicable Disease**

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

physician permission. In some cases, the school nurse may need to decide whether the student may return to school.

### **School Safety Regulations**

- **Fire and Tornado Drills**: Fire drills are conducted on a monthly basis to practice a prompt and orderly evacuation of the building. Students are instructed to walk quickly and in absolute silence. Tornado drills are conducted in the spring. Students will proceed to a designated shelter area in silence.
- **Lockdown Drills**: Lockdown drills will be held in accordance with state law. The school will send a voicemail to all families to alert them of the drill. If an actual lockdown should occur parents/guardians will be contacted as quickly as possible via email, text and phone. Please ensure that your contact information and preferences are updated in our 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 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/guardians may contact the ODE Office of Early Learning and School Readiness if they have questions or concerns. The contact information is: 1-877-644-6338 or [ELSR@education.ohio.gov](mailto:ELSR@education.ohio.gov).

### **Lost & Found**

Bishop Leibold maintains a lost and found at both school campuses. For questions regarding items turned in or missing, please contact the main office.

### **Movie Policy**

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

- How does the movie enhance the classroom instruction?
- Does the movie assist in meeting the instructional goals of a lesson or unit?
- Advice from school administration has been sought.

- Prior to classroom viewing of a movie, the teacher will inform the parents/guardians of their plan to show the movie, including the date, instructional purpose, and possible objectionable content that is outweighed by the value of viewing the film.

### **Class 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.

### **Review of Records**

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

In such matters where a divorce or separation has occurred in a family, it is presumed that either parent (custodial and non-custodial) of the student has the authority to inspect and review educational records of the student, unless the school office has been provided with evidence that there is a legally binding instrument to the contrary. If a divorce or separation occurs in a family, the school office should receive a certified copy of the court order stating which parent has custody of the child. The parent with custody has the right to receive all status reports and report cards for the child. If the non-custodial parent also requests reports, they must be sent unless a legal decree does not allow this to occur.

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

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.

FACTS offers the following payment plans:

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

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

In order to be considered for parishioner tuition status a family must be registered at either Our Lady of Good Hope, St. Henry Church, or St. Mary of the Assumption 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.

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

- a.) Upon student withdrawal or graduation, school records will be held.
- b.) Students will not be able to return at the beginning of the new quarter.
- c.) Tuition accounts not settled by June 30<sup>th</sup> of the school year will lead to the student(s) being withdrawn from Bishop Leibold School.

While we understand that special circumstances can arise, we feel that the ultimate responsibility for payment of tuition rests with the parents/guardians. **If circumstances arise that make payment of tuition difficult, it is important that the pastor(s) and principal be contacted to make arrangements for payment. 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 tuition grant for continued Catholic educational opportunities for several junior high students that currently attend Bishop Leibold School. (Application is included in registration materials.)
- **Cindy Beyerle Memorial Scholarship-** Multiple scholarships are awarded for students entering the 6<sup>th</sup>-9<sup>th</sup> grades. Students complete an application. Key criteria include demonstration and display of kindness and humility in and out of the school environment. (Application is included in registration materials.)
- **Laura Schommer Memorial Scholarship-** - A scholarship is awarded 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 scholarship per year for a rising 7<sup>th</sup> or 8<sup>th</sup> 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 SH 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 SH Campus faculty. This scholarship will reduce tuition during the student's final year at Bishop Leibold.

### **Tuition Assistance Program**

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

A budgeted amount of money has been set aside for income based tuition assistance. This program addresses the economic needs of families based on family income. Your family's adjusted gross income from the IRS tax form is needed to determine eligibility for tuition assistance. A designated dollar amount has been set aside in the budget to provide this assistance. The number of eligible applicants will be a factor in determining the distribution of the aid.

Parents/guardians requesting tuition assistance will be directed to the Tuition Assistance Application via the FACTS Grant and Aid system.

### **Withdrawals**

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

**All financial matters must be paid in full at time of withdrawal or the school 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 & Conditions**

Bishop Leibold School reserves the right to amend or change this document at any time. All interpretations of this handbook and school policies are the decision of the school administration and are final. Each family is required to complete an acceptance form each year that will be kept on file.

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

- 1) General
  - a) It is the policy of Bishop Leibold School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
  - b) The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
  - c) The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.
- 2) Definition of Terms
  - i) "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
  - ii) Harassment, intimidation, or bullying" means either of the following:
    - (1) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior both:
      - (a) Causes mental or physical harm to the other student; and
      - (b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
    - (2) Violence within a dating relationship.
  - iii) Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
    - (1) Causes mental or physical harm to the other student; and
    - (2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - iv) In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.
- 3) Types of Conduct
  - a) Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
    - i) Engaging in unsolicited and offensive or insulting behavior;
    - ii) Physical violence and/or attacks;
    - iii) Threats, taunts, and intimidation through words and/or gestures;
    - iv) Extortion, damage, or stealing of money and/or possessions;
    - v) Exclusion from the peer group or spreading rumors; and

- vi) Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
    - (1) Posting slurs on the Internet, websites, blogs, or social media/networks;
    - (2) Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
    - (3) Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
    - (4) Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.
- 4) Complaints
- a) Formal Complaints
    - i) Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.
  - b) Informal Complaints
    - i) Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.
  - c) Anonymous Complaints
    - i) Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.
- 5) School Personnel Responsibilities
- a) Teachers and Other School Staff
    - i) Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
    - ii) In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.
  - b) Administrator Responsibilities
    - i) Investigation
      - (1) The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee,



all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

- (2) Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii) Response

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

iii) Reporting

- (1) Report to the Parent or Guardian of the Offender
  - (a) If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
- (2) Report to the Parent or Guardian of the Victim
  - (a) If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
- (3) Police and Child Protective Services
  - (a) Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

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

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

## SCHOOL RESPONSIBILITY

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

## USER RESPONSIBILITY

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

## DISCIPLINARY ACTION

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

## **Addendum C**

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

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

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

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

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

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

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

<https://support.google.com/a/answer/6356441?sjid=10844911549118984696-NA>.

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

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

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

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

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

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

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

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

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

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

your student requests, provide support, protect Google’s users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Full name of student

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Printed name of parent/guardian

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Signature of parent/guardian Date