



Student and Family Handbook 2026-2027



570 Parsons Avenue
Chillicothe, Ohio 45601
www.bishopflaget.org

School Office: 740-774-2970
School Fax: 740-774-2998
School Hours: 7:30AM-2:45PM

School Office hours:
7:30 a.m.- 3:00 p.m. Daily during the school year.
Principal: Aaron Brown
Director of Curriculum & Instruction: Elaine Domo
Pastor Father Sean Dooley



2026-2027 Staff

Father Sean Dooley	Pastor of OLQA Parish
Aaron Brown	Principal
Elaine Domo	Director of Curriculum & Instruction
Kaitlyn Benson	Administrative Assistant
Austin Taynor	Tech Coordinator
Kenzy Frasier	Preschool/ PreK
Jordan Watkins	Kindergarten
Nevaeh McNichols	1st Grade
Frances Reisinger	2nd Grade
Barbara Apsley	3rd-4th Grade
Dianne Cryder	5th- 6th Grade
Mary Hatmacher	Intervention Specialist
Mary T. Lanning	Classroom aide
Father Zach Goodchild	School Chaplain and Theology Teacher Theology Teacher
Sister Mary Sheena	
Benjamin Holton	Custodian



BISHOP FLAGET MISSION STATEMENT

Mission:

Bishop Flaget Catholic School inspires students to become lifelong learners and disciples of Christ, glorifying Him in every aspect of their lives with integrity, compassion, innovation, and perseverance.

BELIEF STATEMENTS

At Bishop Flaget Catholic School, we believe in the dignity of every child, created in the image and likeness of God, and called to grow in faith, knowledge, and virtue.

- That Christ is the foundation of our school community, guiding our teaching, learning, and relationships.
- In the partnership of Church, family, and school, working together to nurture the spiritual, academic, and personal growth of each student.
- That faith and reason work together, and that a rigorous academic program rooted in Catholic values prepares students to become thoughtful, compassionate, and responsible leaders.
- That service to others is an essential expression of our Catholic faith, and that students are called to live as disciples by serving God and neighbor.
- In the importance of prayer, sacrament, and worship, which strengthen our community and deepen our relationship with Christ.
- That a safe, respectful, and caring environment enables each student to discover their God-given gifts and to use them for the glory of God and the good of the world.

PHILOSOPHY

We believe that education is a partnership between faith, family, and school. Rooted in the teachings of the Catholic Church, we strive to form the whole child—spiritually, intellectually, emotionally, and socially. We seek to inspire a love of God, a love of learning, and a commitment to serving others. By providing a rigorous academic program in a Christ-centered environment, we prepare students to use their God-given gifts to grow in wisdom and virtue and to contribute positively to the world.

“I pray not only for them, but also for those who will believe in me through their word, so that they may all be one, as you, Father, are in me and I in you, that they also may be in us, that the world may believe that you sent me.” John 17: 20-21.

SCHOOL COLORS AND SCHOOL MASCOT

The Bishop Flaget Catholic School mascot is a Panther, and the school colors are green and gold. We encourage our students to identify with these symbols as a representation of our school pride and spirit.



SCHOOL NAME AND LOGO

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. However, involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as school sponsored. Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal of Bishop Flaget Catholic School. No individual, company, or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the pastor and principal.

RELIGIOUS PROGRAM

A Catholic school education is unique because we offer religious education and formation. Through transmission of Catholic doctrine and Christian living within the school, Bishop Flaget assists parents in their responsibility in the moral and the religious development of their children. It is important that parents and teachers keep this as a primary goal and join in preparing a new generation for life everlasting, according to the plan of God. The aim of the religious program at Bishop Flaget is to develop Christian students of strong moral character with deep religious values. Bishop Flaget's religious program helps students to grow in their relationship to God, self, community, and the world.

Religion classes are conducted daily for all students enrolled at Bishop Flaget. All students attend Mass weekly, and there are opportunities to receive the Sacrament of Reconciliation weekly throughout the year. Students have opportunities to attend special all-school and paralyturgical services periodically during the school year. Parent participation is encouraged in all student liturgies. Religion is not a separate entity in the life of a Christian and must be part of all aspects of his or her life. Therefore, religion is integrated into all subjects.

RIGHT TO A CATHOLIC EDUCATION

Catholic schools exist to reinforce parental efforts to share faith values with their children and to serve the community, particularly the Catholic community of the diocese. Catholic schools of the Diocese of Columbus are open to children of parent(s) or guardian(s) who seek the religiously-oriented education which Catholic schools can provide. Bishop Flaget Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities 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 preference is given to members of Catholic parishes. Others are to be welcomed on a space available basis at the discretion of the pastor and/or principal. *Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school.* If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked to leave the school by the principal and/or pastor.



Non-Catholic students will be asked to participate in Mass, classroom prayers, religion class, and service activities with their peers. In most cases, it is expected that the student will participate as much as is appropriate based on the student's personal religion and family culture.

ADMISSION

PS/PK - must be 3 yrs old on or before August 30th and potty trained.

New kindergarten students **must be five (5) years old on or before August 30th** of the school year in which they are enrolling unless they pass the stipulations for early entrance (Policy 5111.1). A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and baptismal certificate (where applicable), and immunization records must be up-to-date. Upper-level students who are transferring from other schools should arrange a meeting with the principal to begin the admission process. Please provide copies of academic records at this meeting. Prior to admission, tuition arrangements must be made.

In the acceptance of students to Bishop Flaget, the priority shall be as follows:

- Children from actively participating families registered in the sponsoring parishes
- Children with siblings currently/previously enrolled,
- Children from families newly moved into the parish,
- Children from non-participating families with siblings currently/previously enrolled in the school.
- Children transferring from other Catholic schools: From parish schools that are closing or not offering full K-8 programs schools with a waiting list
- Children of other faith traditions.

ATTENDANCE/TARDY POLICY

Regular attendance is essential to a student's success in school. Therefore, Bishop Flaget Catholic School is justified in denying credit for the school year to any student who misses 28 or more days in a school year. This is referred to as an **attendance failure**. (At the junior high level, students may be denied credit for a class if they miss 28 class meetings.) No appeals will be granted if the student has any unexcused absences.

For each absence and tardy, students will be assigned the designation of excused or unexcused. An absence will be considered excused as long as all of the following conditions have been met:

- A parent/guardian has called the school prior to 9:00am the day of the absence.
- **When a student is unable to attend school, parents are required to call before 9:00 a.m.**
- Parents should give the student's name, teacher's name, and reason for the absence.



- If a parent forgets to call, the school will call the home to confirm the reason for the student's absence.
- The student returns to school with a signed and dated doctor's excuse or parent note explaining the absence.
- **A maximum of five (5) parent excuses will be accepted for the school year.** ● Absences will be designated "unexcused" until the above conditions are met.

The following are the only recognized excuses for school absence:

1. Personal illness, including doctor visits. All children should be **fever, diarrhea, and vomit free for 24 hours.**
2. Family illness
3. Death in the family
4. Religious holiday - (Diocese Regulation #5113 and Policy #5113.1)
5. Doctor/dentist appointment—must have a doctor's excuse. Parents are asked to try to schedule
6. appointments after school hours.

A student is considered tardy if he/she is not in the room at the beginning of the school day (7:45AM) or arrives within one hour of that time. A student arriving after the morning tardy time defined above will be absent 1/2 day. Students leaving for more than 60 minutes and returning during the day for any reason other than those approved by the principal will be considered absent 1/2 day. A student will be considered as departing early if he/she leaves within one hour of the close of school (2:35PM). **This will be counted with tardies for record keeping purposes.** A student leaving before the departing early time defined above will be absent 1/2 day. If a student must leave school, the student must report to the office and may be excused only when a parent or person named on the emergency card signs them out.

No student will be permitted to leave school on their own. In addition, NO STUDENT will be permitted to be picked up after 2PM. as students will be getting ready for dismissal. A student must be in attendance by 9AM on the day of a special event to be eligible to attend or participate in the event, including athletic events, field trips, or class parties. **If the student goes home sick, they are not permitted to attend or participate in after-school events. If a student misses school on a Friday, he or she will not be permitted to participate in Saturday games or activities.** Pre-excused absences may be excluded from this provision based on prior arrangements with the principal or teacher in charge of the event.

PRE-APPROVED ABSENCE

The maximum number of days allowed for pre-approved absences is five (5) school days. **The principal's office must be notified in writing at least three (3) days in advance of the absence for approval.** Students receiving a pre-approved absence will be given the number of days absent to make up work missed, **up to a maximum of 5 days.** Work missed will be accumulated by the teacher and will be completed by the student upon return from the absence. Work will be available when the student returns. The final responsibility for completion of assignments will rest with the student. Pre-approved absences still count towards a student's total number of missed days. *Week-long absences during the school year are strongly discouraged as nothing*



can replace the instructional time lost.

ABSENCE INTERVENTION PLAN

Ohio HB 410 requires that schools develop policies to encourage regular attendance and provide intervention to students who have excessive absences. The state of Ohio defines “excessive absences” as missing 38 or more hours (6 days) with or without an excuse in one month or 65 or more hours in a school year (10 days), with or without an excuse. Because of this ruling, Bishop Flaget Catholic School has initiated a program for students with excessive unexcused absences.

Students who have missed 5 days or more in a month will be required to receive additional instruction during Saturday Detention. Students will be assigned a Saturday Detention for each five unexcused absences. Students will also be assigned Saturday Detention for 10 days of excused absence. This same rule will apply to tardies. (Exceptions may be made in the event of chronic illnesses and COVID-related absences which are documented by a doctor’s excuse and by providing doctor’s excuses for absences and tardies.) Family vacations are NOT exceptions to this. **If your child receives an EdChoice Scholarship, ODEW reserves the right to revoke their scholarship once they have reached 20 unexcused Absences.**

***A Parent/Guardian will be required to attend Saturday Detention with their students.**

ILLNESS OR INJURY

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached and the name and telephone number of the student’s family doctor must be on file at the school. An Automatic External Defibrillator is located by the Gymnasium.

All injuries should be reported to the school office so that proper medical attention can be administered and the injury can be logged and parents contacted. Parents/guardians will be notified of any major illness/injury including but not limited to the following: head injury, eye injury, facial injury, oral temperature of 99.5 degrees F or above, diarrhea/vomiting, suspected infectious disease, probably sprained or broken limb, reoccurring complaint(s), poisonous substance ingestion, swallowing a foreign object, animal/human bite, live lice or nits, puncture wound, fall from an area greater than the child’s height, seizure, any time emergency services have been called, or an unusual health problem. Sick children often expose other students and school staff members to illnesses and germs. These illnesses are disruptive to the educational process and to other children and their families. Students who are ill should be kept home to help control the spread of germs.

Please follow the guidelines below to help keep our school safe and healthy:

- If your child shows these signs of illness they must remain home (or will be sent home from school):
 - **Fever-** Fever is defined as having a temperature of 100.4 F or higher. A student needs to be fever free for a minimum of 24 hours without the help of fever



- reducing medication before returning to school.**
- **Diarrhea, Stomach Ache and/or Vomiting-** Students must remain home for 24 hours after stomach ache, diarrhea, and/or vomiting has stopped. The student should be feeling better and food intake has returned to normal before returning to school.**
- **Difficulty Breathing-** Students should stay home until he or she is feeling better and activity level has returned to normal.**
- **Sore Throat -** Students should stay home if he or she has a red throat, swollen glands, or difficulty swallowing.**
- **Red Eyes and/or Eye Discharge-** Students should stay home until recovered or seek evaluation by a healthcare provider.**
- **Loss of Taste and Smell -** Students should seek medical evaluation.**
- **Uncontrolled cold symptoms that interfere with the student's ability to learn (e.g. persistent coughing and/or persistent/active runny nose)-** Students should stay home until symptoms are improving and can participate in class.**
- **Undiagnosed Rash-** Students should seek evaluation by a healthcare provider.
- **Other Symptoms -** Students exhibiting symptoms such as extreme fatigue, body aches and/or headache and are not able to participate in class should stay home until recovered or seek evaluation by a healthcare provider.

Please report to the school (nurse) if your child has a communicable disease, defined as a disease that can be passed from one person to another. Examples include but are not limited to upper respiratory tract infections including COVID-19, influenza, strep throat, pink eye, vomiting and/or diarrhea, and skin infections. Children are expected to remain home during the communicable period of the disease as defined by a healthcare provider.

- Before your child returns to school after an illness, please email the school (nurse) with the following: your child's symptoms, the date symptoms started, and the best contact number for parent/guardian. If your child sees a healthcare provider for any illness, please instead provide a note from the healthcare provider upon return that includes your child's diagnosis and the date when your child is able to return to school.
- In the event a child becomes ill during the school day, the parent(s) will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification.

IMMUNIZATIONS

The minimum immunization requirements by the Ohio Department of Health must be complied with or the student will not be permitted to attend classes. The requirements are:

- 4 doses of DTaP, DTP, DT, in any combination
- 3 doses of OPV or IPV
- 2 doses of measles, mumps, and rubella (MMR)
- 3 or 4 doses of Haemophilus Influenzae b (or one dose if given on or after 15 months of age)



- 3 doses of Hepatitis B vaccine
- 2 doses of varicella vaccine (K-2); 1 dose after first birthday (gr. 3-6)

COMMUNICABLE DISEASES

Parents must notify the school office when their child has a communicable disease. The necessary quarantine period must be observed before the student may return to school. In some cases, a Return to School slip signed by the child's physician may be required. Communicable diseases include, but are not limited to, influenza, scabies, hand-foot-mouth disease, chicken pox, head lice, 5th Disease, scarlet fever, and strep.

*Bishop Flaget requires that students be fever-free and have no vomiting or diarrhea for 36 hours before returning to school. If a student leaves school with a fever, diarrhea, or vomiting, he/she is NOT permitted to return the next day. (COVID protocols still apply. See Attendance section.)

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The Advisory Board and administration are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless unusual circumstances exist. Every practical means is used to notify parents of a cancellation. In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation. If conditions in a local area are hazardous, parents have the duty not to send children even if school is officially open. For example, if one lives in Huntington School District and Huntington cancels for poor road conditions while Flaget remains open, one can keep their child home, knowing that the absence will be excused due to weather issues. Parents/guardians must arrange for proper supervision of the released student. School closings will be announced on local radio & TV stations, email, and FACTS Parent Alert. Students may be asked to attend school virtually on calamity days.

CELL PHONE/DEVICES POLICY AND PROCEDURE

Students **NOT** permitted to bring cell phones to school. Devices that sync with phones such as apple watches or fitbits are **NOT** allowed for any students.

If caught with a cell phone or device, parents will be required to come in to pick them up. The 3rd offense will result in the student attending in-school detention. *Bishop Flaget Catholic School is NOT responsible for stolen or damaged electronic devices brought to school.*

FIDELITY TO CHURCH TEACHINGS

As a Catholic school, Bishop Flaget Catholic School strives to be consistent with the fundamental moral principles of the Catholic Church. All employees, presenters, clubs, and organizations must be models of Christian living and the precepts of the Church. Behavior, presentations, or actions which are contrary to Church teaching will be addressed by the administration, guided by Gospel principles and diocesan policies.

OFF-CAMPUS BEHAVIOR

The Diocese of Columbus/Bishop Flaget Catholic School has a concern with conduct by students



at school or away from school that may bring discredit or harm to the name of Bishop Flaget or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is a violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff, or conduct that is of such nature as to jeopardize the good name of Bishop Flaget may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of Bishop Flaget. This would also include behavior regarding technology, such as inappropriate comments being posted on the Internet or sent through text messages. Although the school does not wish to “police” student behavior outside of school, the effects of such inappropriate behaviors often filter into the classrooms and affect the students and the learning environment. Parents are urged to monitor the online behavior and texting of their children and discuss what is appropriate behavior with their children.

BULLYING

Bishop Flaget Catholic School and its staff shall not tolerate any bullying on school grounds or at any school activity on or off campus. **Bullying is a pattern of behavior with the intention of hurting, isolating, and/or controlling others.**

Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is also included under Bishop Flaget’s definition of bullying. “Cyberbullying is bullying that takes place over digital devices like cell phones, computers, or tablets. Cyberbullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful and criminal behavior.” (stopbullying.gov) The School expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene.

If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The School expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact the parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records. Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation. **Conduct reports will be recorded and placed in the files of students involved in bullying.**



BUS CONDUCT

It is a privilege to ride the bus. This service is provided through the various public school systems and is based on the distance a student lives from school. Each system distributes a list of rules and regulations at the beginning of the school year. Busing is the right of the student, not the school; therefore, parents must work with their local public school to take advantage of this opportunity. **All rules of the school district sponsoring the bus apply to our students.** Bus routes are determined by the public school systems. The bus schedules can be obtained from the administrative office of your local school district. It is up to the bus driver and their respective district as to whether or not a child's behavior warrants exclusion from the bus.

CODE OF CONDUCT

Bishop Flaget's Catholic identity demands an atmosphere which reflects Christian values in all activities. Teachers have the authority and responsibility to maintain discipline in the classroom and students are expected to follow the guidelines set by the teacher. This code of conduct serves to guide the behavior of students at Bishop Flaget Catholic School. It outlines expectations and indicates consequences for inappropriate behavior.

It binds neither the administration nor staff to actions not in the best interest of the child; rather, it provides a framework within which behavior can be effectively monitored.

1. A student shall act positively in the school program, including extra-curricular activities.
2. Students will show proper respect to teachers, staff, other students, visitors, and themselves.
3. Students will respond to teachers and other staff in a positive, obedient, and respectful manner.
4. A student shall attend school regularly.
5. Students are to be respectful of all people and property they use. Hitting is disrespectful at all times, and therefore, may result in immediate suspension.
6. A student will avoid dishonesty and stealing and shall use appropriate language.
7. Students will participate meaningfully in liturgy and other religious activities.
8. Students are to be in uniform, according to the dress code, with all necessary supplies, books, and assignments which prepare them to meet the day's demands.
9. A student shall not use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.**
10. A student shall not have any alcohol, drug, e-cigarette, or tobacco product in his/her possession.**
11. Students will participate in the classroom learning process; complete assignments on time and in an acceptable manner; cooperate with teachers and others in getting the best advantage from their education.
12. Students will conduct themselves with dignity at all times in and out of the classroom, library, lunchroom, playground, etc.
13. Students will accept corrections with respect.



14. Students who are aware of serious violations of school rules will report them to the principal or teacher in an honest and direct manner.
15. A student shall not return to the building once he or she has left without permission from a teacher or other authorized person and will be counted as truant.
16. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:**
 - a. Offensive sexual flirtations, advances, propositions;
 - b. Continued or repeated verbal abuse of a sexual or gender-based nature;
 - c. Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
 - d. The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - e. Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - f. Graffiti of a sexual nature;
 - g. Fondling oneself sexually or talking about one's sexual activity in front of others;
 - h. Spreading rumors about or categorizing others as to sexual activity.

Any student who fails to comply with established school rules and regulations will be subject to one or more of the following non-sequential consequences: **

1. Oral warning
2. Behavior Report/Note to a parent/guardian
3. Telephone call to parent/guardian
4. Conference with teacher and Administrator
5. Loss of privileges
6. Lunch Detention
7. In School Suspension
8. Suspension/expulsion (according to diocesan guidelines)

Appeals/communication may be made in the following sequence:

1. Teacher 2. Principal 3. Pastor

HARASSMENT POLICY

1. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member--male or female--should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - i. Offensive sexual flirtations, advances, propositions;



- ii. Continued or repeated verbal abuse of a sexual nature;
- iii. The display or circulation of sexually explicit or suggestive writing, pictures or objects;
- iv. Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- v. Graffiti of a sexual nature;
- vi. Fondling oneself sexually or talking about one's sexual activity in front of others;
- vii. Spreading rumors about or categorizing others as to sexual activity.
- viii. Hand signals and body language

4. Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school or academic achievement.

5. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment. 6. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against administrator, teacher, staff, parent, or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.

Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school or at the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the principal or pastor at the elementary. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. **A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to the responsible school official.**

No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs. Any knowingly false charge of harassment made for the purpose of harming a person's reputation will have serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension or expulsion.

HONESTY CODE



An Honesty Code represents a level of conduct and truthfulness that everyone should strive to meet. An honest person is one who does not lie, cheat, steal, or take unfair advantage. As Bishop Flaget students, you will be expected to behave honorably and to follow the school's Academic Honesty Code. Students will:

- Acknowledge that cheating is an act of dishonesty.
- Understand and accept that if an act of dishonesty is committed, he/she will receive the consequences as outlined in the school's student handbook, which include, but are not limited to:
 - not receiving credit for the assignment or exam;
 - parent/guardian notification;
 - administrative notification; and
 - appropriate disciplinary consequences.

ACADEMIC DISHONESTY

Academic dishonesty is the use of someone else's words, ideas, or information as one's own or giving unauthorized assistance to others. Academic dishonesty can take the form of cheating or plagiarism and can occur through the use of any unauthorized methods, including, but not limited to, written, verbal, or electronic means.

Examples of Academic Dishonesty

- Plagiarism – The intentional or unintentional copying of the essential character of someone else's work, whether visual or written, and submitting it as your own. (Note: Certain art and writing projects may require a student to simulate subject matter, technique, form, style, etc. This requirement will be stipulated in the course requirements.)
- Breaking copyright law, whether in print or electronic form, including music.
- Cheating – Either receiving or providing unauthorized assistance on assignments or assessments through any means. Giving or receiving information on tests, projects, or classroom assignments, including homework. In this instance, both parties are guilty of committing acts of academic dishonesty.
- Using any type of illegal aid for a test, quiz, or written work; including, but not limited to, cheat-sheets, electronic devices, the sharing of information between one student who has taken the test and another, or advanced information taken from a teacher answer key or assignment completed by another student.
- Copying tests, homework, essays, etc. In this instance, both the student copying the work and the student giving his/her work to be copied are guilty of committing acts of academic dishonesty.
- Talking during a test or quiz at any time.
- Accepting more than guidance and advice from others who support students in their work (parents, guardians, friends, tutors). Schools encourage the involvement of families and others in the support of students' academic progress, including homework and projects. However, the student must prepare the work and accept only guidance and advice from others. Suggested ways of assisting students:



- proofreading or editing, and the students make corrections;
- offering advice to research information for accuracy;
- suggestions about project ideas or details.

DRUG & SUBSTANCE ABUSE

Drugs, alcohol, tobacco, e-cigarettes, look alike drugs, and weapons of any type are defined as banned substances. They are not to be used, possessed, or sold on the property of Bishop Flaget Catholic School. This also applies to all school-related events held off school property (away games, events, etc.). A first time offender is required to meet with his or her parents or guardians and school officials to discuss appropriate actions, such as counseling or drug prevention programs, which could prevent further incidents or occurrences. A suspension will be given for the first offense, with the possibility of expulsion, depending on the severity of the offense. A second offense of the aforementioned policy will result in immediate expulsion.

STUDENT THREATS

Any and all student threats to inflict any harm to self or others must be taken seriously immediately.

1. Whoever hears the threat should report it immediately to the administration.
2. After evaluation by the administration, appropriate disciplinary action will be taken.
 - a. First time offenses may result in suspension from 1-10 days based on the severity of the threat and the student's disciplinary history.
 - b. After a subsequent infraction, the student will be suspended and not considered for a return to school until there has been a psychiatric evaluation and receipt by the administration of a written statement from a psychiatrist that the student is not and does not pose a danger to self or others.
 - c. The student may also be referred for expulsion.
 - d. Depending on the type of threat or the students' disciplinary history, the police may be notified. In such an instance, the student will be kept in the school office under supervision until police arrive.
3. The parent or guardian of the student who has made the threat will be notified immediately.
4. The administration of Bishop Flaget may choose to recommend permanent suspension or expulsion.
5. Any adult or parent or guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims will be notified.

SUSPENSION AND EXPULSION

Bishop Flaget adheres to the following Diocesan directives concerning suspension and expulsion:

- A student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or violates an important regulation or policy may be immediately suspended from school by the principal or administrator in charge. The parents of the student will be informed by



telephone and also in writing of the suspension. The reason(s) for the suspension will be given and the parents and the student will be invited to confer with the principal or the administrator in charge. The hearing will take place within 72 hours of the suspension. Statements in support of the charges against the student will be considered, as well as any written statement the student wishes to provide.

- The parents will be given an opportunity to express their views.
- Within 24 hours of the hearing, the principal or the administrator in charge, using discretionary power, and with the advice of appropriate staff and/or pastor, will advise the student and the parents of his/her decision and the reasons for that decision.
- The suspension period may not exceed 10 days per offense.
- If expulsion is called for, a written notification to the parents and the Superintendent of Schools will clearly state the reasons for expulsion.
- Review of an expulsion by the Diocesan Board of Education will be made only when requested by parents, pastor, or superintendent.
- When a student is expelled, the regular transfer procedure will be used for records and notification of public authorities.

STUDENT WITHDRAWAL ON GROUNDS OF PARENT BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with school personnel
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook
3. Interference in matters of school administration or discipline.
4. Public rejection of or public action contrary to the laws, norms, and teachings of the

Catholic Church. In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced. If such effort does not correct the situation, then, after consultation with the superintendent, and, in the case of parochial schools, the pastor, the principal may require the parents to withdraw their child. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file. If the parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Diocesan Policy 5407. Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

WITHDRAWALS

If a parent is withdrawing their student mid-school year, a meeting must be scheduled with the principal to begin the withdrawal process. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to the next school of enrollment. **Tuition**



and all fees must be paid in full prior to withdrawal.

COMMUNICATION WITH TEACHERS

Formal parent/teacher conferences will be held twice yearly. Parents will be given the opportunity to sign-up for a conference time (10 minutes). If additional time is necessary, an appt can be set for a follow-up conference.

For parent/teacher conference: Please email the teacher to request a conference.

DAILY SCHEDULE

7:25 a.m. Breakfast in the cafeteria.

7:45 a.m. Tardy Bell– Parents should sign students in if they arrive late

2:35 p.m. Dismissal Students should not arrive at school before 7:25 a.m. and should leave for home promptly at 2:45 p.m. or when buses depart. Students riding buses are supervised by the driver from the time they board the bus until the time they leave the bus at their designated stop.

EMERGENCY DRILLS

Fire, tornado, and school safety drills are conducted as required by state regulations. Detailed escape plans are posted inside the door of each classroom. During tornado drills, each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall. For fire drills or other emergency procedures, each class has an escape route to an outside area a safe distance from the building. Lockdown and active shooter drills are conducted in ways to prepare students for emergencies while also keeping them from being fearful. Detailed emergency preparedness plans have been developed and practiced. The school is prepared for a variety of emergency situations. In an evacuation, the off-site location for students is Ohio University-Chillicothe.

GRADING

To ensure consistency and the best possible education for your children, all teachers will follow these guidelines:

1. Grading in grades K-2 is completely standards-based, which means that student progress toward set standards is recorded on the report card. Students may receive E (Exceeds the essential standard), M (Met the essential standard), W (Working toward meeting the essential standard), N (Not meeting the essential standard), and INS (Insufficient evidence). Parents should understand that learning is a process and that it is important to see students improve with the main learning goal of meeting the standard. Students who complete work consistently above grade level may be given E to indicate their ability to work above grade level standards.
2. Students in grades 3–6 will be assessed using a letter grading system. Grades will reflect each student's progress toward mastery of the established standards.
 - A 93-100
 - B 85-92
 - C 77-84
 - D 70-76
 - F 0-69



EXTRA-CURRICULAR ORGANIZATIONS

Clubs and organizations provide additional opportunities for students to learn and grow. Individuals who are interested in starting a new school club or organization should approach the principal with a proposal and evidence of two-deep ministry. Clubs may hold meetings at the school with prior approval of the principal and must meet in designated classrooms, the gym, or cafeteria.

MAKEUP WORK

Students may make up missed assignments on their return to school. Assignments will not be sent home for sick students as the students need the time to recover (unless this is an assignment given in advance) *Exceptions may be made for extended illnesses with the approval of the principal.* In addition, if a test was announced prior to a student being absent, the student is responsible for taking the test upon *return to school* as well as turning in any assignments received prior to the absence. The number of days allowed for completing work missed during an excused absence will be equal to the number of days of the excused absence.

CARE OF TEXTBOOKS

Because textbooks are expensive to both purchase and maintain from year to year, parents are expected to help their children be responsible for books used throughout the year. Students should take care when placing books in their lockers and backpacks. Students are financially responsible for the loss or damage of textbooks, novels, or any other school issued publication.

FORGOTTEN ITEMS

One goal of Bishop Flaget is to help students to become responsible and to accept the consequences of their actions. Therefore, students will not be permitted to call home for these items.

LOCKERS

A locker is issued to each student at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way. The school cannot be responsible for valuables left in lockers. School building lockers are the property of the school. The lockers are provided for the convenience and use of the students. The school respects the right of privacy in the proper use of the lockers, but reserves the right to open and inspect the contents of any locker whenever the circumstances reasonably lead the School to believe that the locker contains anything that is in violation of federal, state, and/or city laws, which is a violation of school rules, or which might pose any danger to any person or to the school building or which might disrupt the orderly educational process of the school. No locker may be secured by a lock.

UNIFORM POLICY

All students from Kindergarten through Grade 8 are required to wear uniforms. The purpose of



the uniform policy is to minimize influences that distract from the goals of the school.

Reasonable care and neatness regarding cleanliness, dress, and appearance are required at all times. Parents are requested to ensure that their children come to school dressed in accordance with the uniform code. Any student reporting to school out of uniform and/or judged to be in inappropriate attire may not be permitted to attend classes.

All students in Grades K–8 are expected to follow the uniform policy. The Administration will make the final decision concerning all uniform issues and disciplinary action.

Preschool & Pre-K

Students enrolled in Preschool and Pre-K are not required to wear the Bishop Flaget School uniform. Families are encouraged to dress children in comfortable, modest, play-appropriate clothing that allows them to participate fully in classroom activities.

For the safety of all students:

Closed-toe, closed-heel shoes are required every day. Clothing should allow children to participate comfortably in classroom activities and outdoor play. Students should wear clothing appropriate for the weather. A complete change of clothes, labeled with the student's name, should be kept at school. Clothing or accessories displaying inappropriate language, images, or messages are not permitted. The Administration reserves the right to determine whether attire is appropriate for the school environment.

Uniform for Girls (Grades K–8)

Uniform White, dark green, or light blue polo or button-down shirts. Khaki, navy blue, or Flaget plaid jumpers, skirts, skorts, shorts, or dress pants. Long- or short-sleeved white blouses, polos, or white turtlenecks (without ornamentation) must be worn with jumpers. Skirts, skorts, and shorts must be at least fingertip length. Pants may not be denim, cargo style, or excessively tight-fitting.

General Requirements Shirts must be tucked in. Belts are required when wearing pants or shorts with belt loops. Navy or khaki walking shorts may be worn during periods of warm weather at the discretion of the parent/guardian. Gray Flaget crewneck sweatshirts may be worn over the uniform shirt during the school day. Navy or gray cardigans, pullover sweaters, and sleeveless sweater vests are also permitted. These items are optional. Hooded sweatshirts may not be worn inside the building during the school day. Socks or tights must be worn daily. Knee socks must be navy or white. Leggings may only be worn during recess. Tennis shoes or dress shoes must be worn. No clogs, boots, or sandals. Jewelry & Accessories No tattoos, piercings, jewelry, or accessories are permitted except: Two pairs of small post or hoop earrings in the earlobes only (no dangling earrings) One small necklace One watch Two rings Two bracelets total Hair & Appearance Makeup and nail polish must be minimal and age appropriate. Hair must not cover the eyes or face. Bangs must be at or above the eyebrows. Hair must be a natural color. Hairstyles may not block the student's vision or the view of students sitting behind her. Hair accessories must be minimal. Hair bows must be white, navy, or Flaget plaid. Novelty



headbands (such as cat ears or unicorn headbands) are not permitted.

Uniform for Boys (Grades K–8)

Uniform White, dark green, or light blue polo or button-down shirts. Khaki or navy blue uniform shorts or dress pants. Pants and shorts may not be denim or cargo style. General Requirements Shirts must be tucked in. Belts are required when wearing pants or shorts with belt loops. Navy or khaki walking shorts may be worn during periods of warm weather at the discretion of the parent/guardian. Gray Flaget crewneck sweatshirts may be worn over the uniform shirt during the school day. Navy or gray pullover sweaters and sleeveless sweater vests are also permitted. These items are optional. Hooded sweatshirts may not be worn inside the building during the school day. Socks must be worn daily. Tennis shoes or dress shoes must be worn. No clogs, boots, or sandals. Jewelry & Accessories No tattoos, piercings, jewelry, or accessories are permitted except: One small necklace One watch Hair Hair must not cover the eyes or face. Hair must be clean. Hair must be above the collar and off the ears. Hair must be a natural color. Designs shaved into the hair are not permitted. Hairstyles may not impede the vision of other students. Mohawks and mullets are not permitted. Facial hair must be neat and clean.

Dress Down Days

Occasionally students are permitted to dress out of uniform for fundraising prizes, special events, celebrations, service projects, field trips, and similar occasions. To ensure dress-down days remain appropriate and free from unnecessary distractions, the following guidelines apply. Students who violate these expectations may be required to change clothing and may lose future dress-down privileges. Shirts must have sleeves.

No tank tops or spaghetti straps. Shirt graphics must be school appropriate. Hats may only be worn on designated hat-themed days. Shorts, skirts, and dresses must be at least fingertip length. Tight-fitting jeans, yoga pants, leggings, and pajama pants are not permitted, except pajama pants on designated pajama-themed days. Pants may not have rips or holes. Hair may not be unnaturally colored. If you are unsure whether an outfit is appropriate, please check with your homeroom teacher before wearing it to school.

USE OF SCHOOL NAME

Bishop Flaget School's name, logo, emblems, or mascot may not be used without expressed written consent of the school administration.

TESTING

STAR testing will be completed at least three times a year to aid in progress monitoring. Students receiving state scholarships are required to participate in all state testing. Students taking courses for high school credit may also be required to complete additional standardized testing. Other standardized tests may be administered when deemed necessary. The ARK Test is administered



to students in grades 2-8 to evaluate the school's religious education program. The OST will be given to 3rd grade each fall.

ACADEMIC PROGRESS

Student academic success is paramount at Bishop Flaget. Therefore, students will be progress-monitored through ongoing data collection and analysis. In the event that a student is not showing adequate progress, Teachers will work through the **Multi-Tiered System of Supports (MTSS)** or **Response to Intervention (RTI)** framework to determine the student's needs.

Students may require additional testing, more challenging instruction, or specific interventions to help him/her achieve adequate growth. If it is determined that the student requires additional testing, the Student Services Coordinator will work with the parents and teachers of the student to request additional support and testing through the public school to evaluate the student's needs and determine next steps, which may include formal evaluation, intervention, or an individualized education plan (IEP).

PROGRAMS

Programs, performances, and assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for a program. *Student attendance--whether during school hours or after school hours--is a requirement, not an option. In the event that a student will be unable to attend because of special circumstances, it is the responsibility of the parents to contact the teacher and principal in advance for permission.* Special attention to etiquette and good citizenship is expected of all students at these times.

PROMOTIONS AND RETENTIONS

Promotions in the elementary schools will be based on a consideration of the welfare of the student. Every student will be placed where he or she can work to his or her best advantage. Parents will be notified in writing by the beginning of the third quarter if retention is being considered. The principal has direct charge of promotions. In making such decisions, the principal will take into consideration the estimates, ratings, and recommendations of the teacher or teachers and the parents of the student.

Any child in grades 1-8 who fails, for the year, any of the following subjects (Math, Language Arts, Social Studies, Science, Religion) may be retained. Per Diocesan Regulation # 5123.0, it is mandatory to consider various factors when making a retention determination. In the primary grades, a student who has not made satisfactory progress in meeting the standards in Language Arts and/or Math should be considered a possible candidate for retention. Additionally, the social and emotional maturity of the student are important considerations in the primary grades. Another consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned the first year. The elementary school principal makes the ultimate decision about Promotion/Retention. Any student whose academic



achievement warrants a second retention will not be permitted to re-enroll. **NOTE:** Any student who fails one core subject (reading, writing, math) 2 quarters will be considered for retention.

SPECIAL EDUCATION PROGRAM

The special education program at Bishop Flaget Catholic School is implemented through the administrative role of the Special Services Coordinator and through the instruction of the Intervention Specialist(s). The related services of occupational, physical, speech and language therapies are provided by contractual agreements with licensed therapists.

- The Special Services Coordinator oversees the Intervention Specialist(s) and the OT, PT, and SLP therapists to ensure that the students' Individualized Education Plan/Service Plan goals are being addressed, progress-monitored, reviewed, and renewed within the individual timelines on the students' IEPs and Evaluation Team Reports(ETR). The Special Services Coordinator works closely with the Intervention Specialist, classroom teachers, parents, and school principal to ensure that the students' individual needs are being met and that changes or amendments to the IEP/SPs are made as needed to ensure that the students are receiving appropriate services according to their individual needs and present levels of performance as addressed on their IEP/SPs. The Special Services Coordinator quarterly collects student Progress Reports from the Intervention Specialist, and OT, PT, and SLP therapists and reports this student progress to the parents, classroom teachers, home districts, and the ODE Safe Account Peterson Scholarship portal as required.
- The Special Services Coordinator communicates with the Special Education Directors and Intervention Specialists of the various home districts (i.e. Chillicothe, Southeastern, Unioto, Zane Trace) to ensure that appropriate IEP/SPs are written and reviewed within the annual timelines and after ETRs. The students' ETRs are reviewed every three years and conducted by Chillicothe City School District, in which Bishop Flaget Catholic School sits. The Special Services Coordinator assists in the communication and scheduling of the Chillicothe City School psychologists and staff for the evaluations of these students.
- The Special Services Coordinator also serves as a consultant to the regular classroom teachers by providing suggestions for interventions and accommodations for at-risk students. The Special Services Coordinator observes needy students in the classroom, administers progress monitoring assessments, collects student work samples, and works closely with the classroom teacher to complete and submit referrals for evaluation on students to Chillicothe City School District, when necessary.
- The Intervention Specialist services Peterson scholarship students both within their regular classrooms as well as in a pull-out setting within the Intervention Classroom, according to their individual needs as addressed in their IEP/SPs. The Intervention Specialist also serves as a consultant to the classroom teachers to help the students on IEP/SPs succeed within the regular classroom setting. The Intervention Specialists quarterly reports progress to the parents, classroom teachers, and ODE Peterson Scholarship portal.
- The OTA, PTA, and SLP provide their services to the Peterson Scholarship students in



pull-out settings within the school building. Individual student progress on goals is monitored closely and reported quarterly in the form of paper Progress Reports. Bishop Flaget also has several students who are being provided services from the public school through Service Plans rather than utilize the John Peterson Scholarship. The services for these students are also the responsibility of the Special Services Coordinator, who coordinates their services with public school and contracted personnel.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued following the completion of each quarter for grades 1-8. Please carefully review your child's progress and contact the school if you have any questions. Progress reports will be issued at the midpoint of each quarter. These reports are designed to inform parents about their child's progress and areas of strength and weakness.

LUNCH/CAFETERIA

All students are eligible to receive a healthy breakfast and lunch at NO CHARGE each day of the 2026-2027 school year. If students choose not to sign up daily for lunch, please make sure your child has a packed lunch.

Cafeteria Regulations

All students are required to report to the cafeteria during their assigned lunch period.

Students are only permitted in the cafeteria and areas designated by administration during their lunch periods. There will be no leaving the cafeteria or eating outside of the cafeteria (classrooms, guidance office, library, counselor rooms, etc...) unless permission is secured in advance from administration. Students are to observe Code of Conduct regulations in the cafeteria and must remain seated throughout the lunch period. All trays, milk cartons, trash etc., must be thrown away after finishing lunch. Tables will be dismissed by a staff member once the entire table is free of any mess.

Deliveries of food are not permitted.

Any student involved in a fight or major disruption at lunch or within the school day will be required to go to lunch detention for the remainder of the semester and/or until the administration deems it appropriate for the student to return to the cafeteria.

FINGERPRINTING

All paid school staff and volunteers must have completed a BCI or FBI background check before working or volunteering at Bishop Flaget Catholic School. Paid school staff must have this background check completed every five years. In addition, all paid school staff and volunteers must complete a "Protecting God's Children" class in order to work or volunteer at Bishop Flaget.

SOCIAL MEDIA POLICY

Bishop Flaget Catholic School may post photos of school events and school information on social media and the internet for marketing purposes and to share the good news of student achievements. Personally identifiable student information will not be released without the



signed permission of the parent through the Media Release Form. Parents who wish to revoke this right mid-year should contact Aaron Brown.

CHILD CUSTODY

Parents have the obligation to inform the school immediately when the custody of a child changes. School officials will need to make a copy of the court order document for the child's permanent record. Both the custodial and the non-custodial parent are entitled access to their child's records and to conferences with the teacher ***unless the court has ruled otherwise***. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conference without permission from the custodial parent.

GUARDIANSHIP

If your child is not living with both natural parents, we must have the following information:

1. Names of person(s) permitted to review records of students.
2. Names of person(s) permitted custody of student--regarding request to communicate with and/or pick up from school; court decree required.
3. Names of person(s) not to have contact with the student and directives to follow if said person(s) appears at school.
4. A copy of any document pertinent to the situation applicable for legal purposes. It is assumed that all information sent home with the student is shared by the parents and between the parents. Bishop Flaget staff cannot proceed on hearsay, rumors, or demands of a parent, but only with the proper documentation.

MEDICATION

Prescription medications(includes epi-pens and inhalers):

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date AND must be current.
5. A medication authorization form, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
6. Refrigeration is available.
7. Medication will be given by school personnel.

Non-prescription medication:

1. Must be in the original container (pill bottle, cough medicine bottle, etc.).** 2.



Must be clearly identified as to the name and type of medication and dosage instructions.

3. A note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany medication.

****The school will not administer aspirin to students because of its connection to Reye's Syndrome. (Policy #5141.0)**

No medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office.

FOOD ALLERGY POLICY

All known allergies must be made known to the office and nursing staff at Bishop Flaget.

While most known allergies do involve peanuts, we are not a peanut free school.

Parents/guardians should discuss with nurse procedures for treating any allergic reactions.

Any medications needed for possible reactions are subject to the same steps as any other student medication.

During lunch one lunch table and area will be designated as peanut free. Any student with any type of peanut butter food may not eat at this table. All tables will be washed after each class to ensure no accidental spread of substances. Students with allergies may purchase school lunch. Office personnel will ensure cafeteria management is made aware and all required precautions are taken.

SEIZURE POLICY

The school nurse will create an individualized seizure action plan for each student with an active seizure disorder diagnosis. The plan will be developed in collaboration with a student's parent or guardian and the student, when appropriate.

The school nurse, a building administrator, and at least one staff member will coordinate the student's care while at school and school-related activities and will ensure that staff are trained in the care of students with seizures. The nurse or a building administrator will also identify each individual who has received training to administer drugs prescribed for the treatment of seizure disorders.

Any seizure medication is subject to the same guidelines as any other student medication.

DIABETIC STUDENT POLICY

Each diabetic student will have a plan agreed upon by the school nurse, building administration, and family. At least one staff member will monitor student's blood sugar levels and assist in dosage of medication (if needed).

All staff members will make reasonable efforts to not exclude diabetic students through snacks or other activities where food is involved.

Any diabetic medication is subject to the same guidelines as any other student medication.



SCREENINGS - HEARING/VISION

Vision and hearing screenings are conducted in the fall of each school year for all new students, preK, kindergarten, 1st, 3rd, 5th, and 7th grade students.

Bishop Flaget will ensure at least three staff members have CPR, First Aid, Heimlich, and AED training. Bishop Flaget is a Project Adam School through Nationwide Children's Hospital.

PHONE MESSAGES FOR STUDENTS

In an emergency, a message may be given to the student through the main office. Students will not be called from class to take telephone calls. Parents are not permitted to go to a child's classroom during school hours. Please discuss after school arrangements with your child before coming to school in order to keep phone messages delivered to classrooms to a minimum. *No phone messages will be delivered after 2:00pm.*

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address, email, and telephone number record at the school office. Update your FACTS profile immediately with any changes to your contact information.

TUITION PAYMENTS

The tuition of each student is the responsibility of the parent/guardian. Tuition payments are due by the 30th of each month. Parents should make arrangements to have tuition paid in full by June 30th of the school year. Families who do not meet their tuition obligation may be unenrolled from the school.

TUITION ASSISTANCE

Tuition assistance is available to eligible families based on the amount of aid available. Monies are available through the generosity of our parish families, the Bishop Flaget Endowment Fund, the Kelhofer Endowment, the Schilder Endowment Fund, the Anzelmo Fund, the Smith Fund, the Albright/Rieder Fund, the Diocese of Columbus, the Emmaus Road Scholarship Fund, and memorial donations. Please contact the principal for information. To apply, go to www.factstuitionaid.com. Please notify the office after you have completed the application. Applications are due by March 15th to be eligible for diocesan tuition assistance for the following school year.

SCHOLARSHIPS

Bishop Flaget is currently an Ohio Department of Education approved Jon Peterson Special Needs Scholarship and EdChoice Scholarship school. These scholarships have specific guidelines and are administered by the state of Ohio. More information can be found online at the Ohio Department of Education website or by contacting the office.



SCHOOL ADVISORY BOARD

Bishop Flaget's School Board, an advisory body to the principal and pastors, meets monthly to discuss school policy, plans, needs, etc. The Board consists of voluntary members appointed through prayer and reflection, the pastor from Our Lady, Queen of the Apostles, the principal, and a faculty representative. The school advisory board meetings are open to the public and those who wish to address the board should contact the Advisory Board President in advance of the meeting. The school advisory board, located at 570 Parsons Ave Chillicothe, OH 45601, has adopted the following racial nondiscriminatory policies:

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

Bishop Flaget will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

CONFIDENTIALITY OF STUDENT RECORDS

A permanent record is to be kept on each student. The original of this record must be kept on file in the office of the local school for all students who have attended or are currently attending the school. The permanent record shall include directory information, attendance record, academic records, standardized test scores, health records, and continuum.

1. Access to the information contained in a student's permanent record is restricted to certain persons. (See below).
2. When a pupil transfers from one school to another, a duplicate of the permanent record of items above shall be sent to the school to which the pupil is transferring. An exception to this is the health record. The original health record shall be sent to the receiving school.
3. If a student is transferring from one school to another within the Diocese, it is the responsibility of the receiving school to contact the sending school prior to registering or accepting the student.

Responsibility for Student Records

The school principal shall have the overall responsibility for maintaining and preserving the confidentiality and security of student records.

Educational Data

Schools shall compile and maintain for the period designated in Policy 2710 after the student has left the school the following classes of records where the entries are made, dated, and signed by certified personnel (or their authorized agents) and the records are necessary to promote the student's educational welfare.

Educational Data Forwarded to Transferring School

General Policy: A written request/authorization from the parent of the eligible student is



required. The following items are considered educational data:

- Scores on standardized intelligence and aptitude tests.
- Record of extracurricular activities.
- State mandated health data (immunizations, vision screening, etc.).
- Attendance data.
- Description of student progress including grade level completed, schools attended, academic certificate, and reason for leaving the school.
- Psychological Testing Data
- The files of students who have had psychological testing are kept permanently. Included with the psychological testing, the school should keep the formal plan (Service, Written, Academic Support) developed to meet the needs of the student. These records may only be accessed by the principal, student services coordinator, or intervention specialist for purposes of review to make decisions regarding the students' educational needs and placement. The administrative assistant will have access to these records only to provide record transfers.
- These records are released only by a signed request from the parent(s)/guardian(s), or by the student if he/she is 18 years old or older.

Access to Educational Data

1. Principals must provide parents of students under the age of 18 or eligible students (those 18 years of age or older) access to educational data, including the right to review, inspect, and/or obtain copies. The request for access should be made in writing. A person seeking copies of school records may be required to pay the cost of reproduction, not to exceed the school's actual cost. Full rights of access are given to either parent (natural or adoptive) unless there is evidence of a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, which specifically revokes these rights. Specifically, a student's "non-residential" (formerly "non-custodial") divorced parent is entitled access to all the student's school records, the same as the residential parent, subject to any agreement between them or court order limiting access by the non-residential parent to information pertaining to the student, the school should abide by the most recent order.
2. Principals should provide educational data to the following without the consent required by law:
 - a. All certified members of the staff who have legitimate educational interests may use educational data.
 - b. School officials of other schools who have legitimate educational interests. c. Financial aid officers.
 - c. Those processing a subpoena for such data.
 - d. Accrediting organizations.
 - e. Legitimate researchers, as determined by the judgment of the principal or superintendent.
 - f. A law enforcement officer who is conducting an investigation to determine



whether the student may be a “missing child” (prior approval by the parent/guardian/eligible student will allow the officer copies of any part of the student’s educational record).

- g. To a court, attorney, or law enforcement officer (probation officer, CSB, sheriff, marshal, police, etc.) investigating whether the student is “an abused, neglected, or dependent child.”
3. In the case of emergencies where it is necessary to protect the health or safety of a student and where no parental consent is possible, the principal should consider the seriousness of the matter and whether the data being sought would help alleviate the emergency more quickly.

Record of Access

1. All requests by parents, guardians, and 18 year olds must be signed by the individual making the request. The request form should indicate the precise records to be released, the reason for such release, and the names of the recipients of the records.
2. The school should maintain a record of all individuals and agencies that have obtained access to a student’s records. The record should indicate specifically the legitimate interest such person, agency, or organization has in obtaining the information as well as the date and time of the request.

*NO Records will be released if there is a financial balance. All fees/balances **MUST** be paid in order for you to request and receive records.

How Records Are Maintained:

1. The cumulative folder contains yearly educational data. This is sent to the child’s receiving school of transfer only upon written consent of the parent or guardian and written request of the receiving school.
2. A health record folder is maintained separately from the child’s academic record. This folder contains all health information and accurate records of all immunizations required by law. The health folder is forwarded to the receiving school upon transfer only after the parent or guardian’s written consent and written request of the receiving school. Health records are usually not sent out of state unless there is a written request by the parents or the student is 18 years of age or older.
3. Attendance forms: School attendance forms for each year of attendance are maintained in the cumulative folder along with report cards and educational data.
4. Psychological test results should be kept in a separate folder. Expressed written permission must be sought from parents before forwarding them on to anyone. Only professional psychological test results or documentation from such professionals may be kept in such folders, not personal opinions.

EMERGENCY MEDICAL RELEASE INFORMATION

Each student is required to have an emergency medical form and emergency release file on FACTS containing the following information:

1. Parent or guardian name(s)



2. Complete and up-to-date address
3. Home phone and parents' work phone(s)
4. Parent Email Address
5. Emergency phone number of friend or relative
6. Physician's name and phone
7. Medical alert information

TRAFFIC ON SCHOOL GROUNDS

The Administration has adopted parking and driving policies due to safety.. The southeast lot is reserved as the students' playground. The east lot by the gymnasium is reserved for drop-off and pick-up of PK-4 traffic and visitors. The Parsons Avenue curb area is for buses, for late students, parent meetings, and parent pick-up from 7:45AM to 2:00PM. The administration seeks cooperation of all parents in observing these access and parking policies.

ARRIVAL

School hours for all students: 7:45 a.m. - 2:35 a.m. All Students will use the east parking lot by the gymnasium for drop off/pick-up. When leaving you will turn right only onto Parsons only. Students are permitted to enter the building at 7:25 a.m. Students will report to the gym. The tardy bell is at 7:45 a.m. at which time we will begin to prepare our hearts and minds for the school day.

DISMISSAL

Bus Riders will be dismissed at 2:25pm. Parents that are picking up their students need to arrive at the east parking lot no later than 2:35. At 2:35 pm the parking lot will be closed and no cars will be permitted to enter or leave. Once the parking lot is closed, students will exit the building using the gymnasium exit, beginning with Preschool. Parents are encouraged to get out of their car, especially with our younger students, and get their student from the teacher and return to their car. Once all students have been united with their parents and are safe in their car, the parking lot will re-open and a staff member will direct cars to leave, row by row.

Parents who have business in the school or meetings with teachers after school are encouraged to park in the back section of the parking lot so as not to impede the flow of traffic at the release.

TRANSPORTATION

Parents should notify the office if a student will be leaving with someone other than an adult on the pick-up list.. If a change must be made to your child's transportation after morning drop off, please call the school office at 740-774-2970. Please try to make all transportation changes by 12PM; **changes cannot be made after 1:45pm. DO NOT LEAVE MESSAGES** on the school voicemail about transportation as the messages may not be received in time.



PLAYGROUND RULES, SUPERVISION & RECESS

Playground precautions:

1. Students are to play on the playground, away from the entrances to the school.
2. Once outside the building, students are not to return to the building until the bell rings unless instructed by an adult. Restrooms are to be used before students exit from the school.
3. Students may not leave the playground without permission of the supervising teacher.
4. Each student is responsible for the playground equipment he/she uses.
5. Snowball throwing, contact football, wrestling, and other dangerous activities specified by the playground teacher are not permitted.
6. Food is not to be taken onto the playground area.
7. No class will be admitted into the building until the teacher is present to accompany them.
8. All injuries are to be reported to the playground teacher before contacting the nurse or the school office.
9. Students must follow all rules of the school.
10. Students should dress appropriately for outdoor recess in the winter time. Unless the wind chill prohibits or the weather is rainy, students will go outside for recess, regardless of what they are wearing.
11. Students will not be permitted to play in the snow without gloves, snow pants, and snow boots.
12. The playground is supervised by at least two adults.

VISITORS

In order to assure that visitors have a legitimate reason for being in the school building, the following controls shall be instituted:

1. Each visitor shall report to the office, sign in with name/destination, and receive a visitor's pass. When leaving please sign-out at the office.
 2. No parent should interrupt a class for **any** reason.
 3. No parents will go to a classroom unescorted. If a parent is at school for a parent/teacher conference a teacher or administrator will escort you to the meeting.
- *An exception to this occurs for scheduled parent/teacher conferences held twice a year.

VOLUNTEERS

Bishop Flaget welcomes parents and grandparents as volunteers for the school system in many capacities. Each volunteer shall report to the office, sign in with name and destination, receive a volunteer pass, and on first arrival take and read a volunteer handbook. Field trips, library, tutoring, teachers' helpers, school functions, and playground aides are just a few of the areas where volunteers are welcome. All volunteers are expected to reflect the same code of conduct expected of staff and students, and **all volunteers at Bishop Flaget Catholic School must have on file a current Bureau of Criminal Investigation criminal background check (Policy 4110.0) and must attend the "Protection God's**



Children” workshop.

ASBESTOS PLAN

Bishop Flaget Catholic School is required by 40 CFR Part 763.84, the Asbestos Hazard Emergency Response Act (ADHERA) to inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan (AMP) accordingly . This is an effort to:

- “Ensure that workers and building occupants, organizations, or parent teacher organizations are
- informed at least once each school year about inspections, response actions, and post response actions activities that are planned or are in progress. ”
- Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ABM) and suspected or assumed ACBM.
- The Asbestos Management Plan and Inspection Report are available for parent inspection in the school office.