



**BISHOP FLAGET**  
S C H O O L

**2020-2021**

## **Student and Family Handbook**

570 Parsons Avenue  
Chillicothe, Ohio 45601

*[www.bishopflaget.org](http://www.bishopflaget.org)*

**School Office:** 740-774-2970  
**School Fax:** 740-774-2998

**School Hours:**  
8AM-2:45PM

**School Office hours:**  
7:30 a.m. - 3:30 p.m. daily during the school year.

**Principal**

Mrs. Corcoran: 740-253-0433 (cell)

**Curriculum Director/Assistant to the Principal**

Mrs. Fahnestock

**Pastor**

Father Timothy Hayes

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## **DISCLAIMER**

Because no handbook can be all inclusive or anticipate every situation, this clause empowers the administration of Bishop Flaget to take any measures deemed necessary to ensure the smooth operation of the school, the safety of its faculty, staff and students, and the advancement of all aspects of the educational process. This includes taking disciplinary action for any behavior that violates the spirit of Bishop Flaget, even though not specifically stated in this handbook.

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. Any section headings are for convenience of use and shall not affect the interpretation of any provisions.

## **Bishop Flaget Faculty and Staff:**

Miss Breanna Wachovec—Preschool Teacher  
Miss Taylor Woodbridge—PreKindergarten Teacher  
Mrs. Chrissy Kessler—Kindergarten  
Ms. Amanda Harper—Kindergarten  
Mrs. Chelsea Irvin—First Grade  
Mrs. Mindy Martin—Second Grade  
Mrs. Dianne Cryder—Third Grade  
Mrs. Natalie Byrd—Fourth Grade  
Mrs. Carrie Hill—Fourth Grade  
Mrs. Julie Beatty —Fifth Grade  
Mrs. Debbie Fyffe—Jr. High Social Studies, Language Arts, Religion, Math  
Mrs. Terrina Fahnstock—Jr. High Math  
Mrs. Danielle McDaniel—Junior High Science, Religion, Technology  
Mrs. Hannah Speath--STEM Lab Moderator, Jr. High Language Arts & Social Studies  
Mrs. Laura Corcoran—Junior High Language Arts, Religion  
Mrs. Gini Sampson—Music  
Mrs. Linda Kerr—Physical Education  
Mrs. Nancy Ames—Library  
Ms. Christy Fay—Digital Literacy and Art  
Mrs. Janet Barrows - Virtual Learning Coordinator  
Mrs. Karen Fleck—Special Services Coordinator  
Miss Courtney Maxwell—Intervention Specialist  
Mrs. Beth Evans - Kindergarten Intervention Specialist  
Mrs. Mary Brown—Title I Tutor (Contracted through CCSD)  
Mrs. Debra Lee—Student Aide  
Mrs. Lindsey Helterbride—Classroom Aide  
Mr. Austin Taynor—Classroom Aide  
Mrs. Sue Blum—Technology (Contracted through CCSD)  
Mrs. Tracy Lanning—Classroom Aide  
Mrs. Stephanie McKee—Classroom Aide  
Mrs. Judy Ward —Classroom Aide  
Mrs. Gayle Alberta— School Bookkeeper  
Mrs. Becky Hurff—School Secretary  
Mrs. Julie Henson—School Secretary, Cafeteria Manager, Fundraising Coordinator  
Mr. Duane Detty—Maintenance Supervisor  
Mrs. Bambi Jones—Cafeteria  
Mrs. Maria McCloskey—Cafeteria

## **Bishop Flaget School Advisory Board**

Shawn Rourke - President/Building & Grounds  
Mallory Bostwick - Public Relations  
Hudson Ward  
Wendy Brown  
Michael Hirsch  
Pat Laughlin  
Brooke Maranzana  
Helen & Miguel Flores  
Father Hayes

## **BISHOP FLAGET MISSION STATEMENT**

Bishop Flaget School challenges learners to persevere, innovate, and serve the community by following the model of Christ.

## **BISHOP FLAGET BELIEF STATEMENTS**

- ★ Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- ★ Through positive relationships and mutual respect between students and staff, all students have the opportunity to learn and reach their full potential.
- ★ Students need to demonstrate their understanding of essential knowledge and skills by being actively engaged in their learning community and contributing to meaningful outcomes.
- ★ As a Catholic school, students are guided in their faith development and spiritual journey through formal instruction, role modeling, and daily living.

## **PHILOSOPHY**

Bishop Flaget School is a Catholic elementary and junior high school (PreK-8) dedicated to helping our students acquire basic learning skills. We strive to develop the full potential of each student within the context of a Christian community as we help students grow in their knowledge of Christ. We do this by providing a loving, caring environment fostered by a professional relationship among faculty, students, and parents. Establishing our students with a sound and practical experience of Christian faith will enable them to better live this faith when they must enter the wider world of high school and beyond.

***“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 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 School. No individual, company, or organization may see 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. Through transmission of Catholic doctrine and Christian living within the school, Bishop Flaget assists parents in their responsibility in the moral and 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 awareness of their multiple relationships to God, self, community, and the world. Programs and projects directed to the service of others are brought to the attention of the children, and they are encouraged to participate actively and generously in these activities.

Religion classes are conducted daily for all students enrolled at Bishop Flaget. All students attend Mass at least twice a month, and there are opportunities to receive the Sacrament of Reconciliation periodically throughout the year. Students have opportunities to attend special all-school and paraliturgical services periodically during the school year. Faculty and 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 with other subjects to include experiences that teach appreciation of and respect for all racial and ethnic groups, the values of peace and justice, social awareness, and moral responsibility. Religion must help the child to relate to all people of the world, accepting their differences and appreciating their values as children of God. The true Christian works to improve the condition of all people.

## 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 School will not discriminate on the basis of gender, race, color, ethnicity, or nation of origin in the administration of its educational programs and extracurricular activities. 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.

Bishop Flaget 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.

## ACADEMIC EXPECTATIONS

In addition to being a Catholic school, Bishop Flaget is also designated a STEM school by the Ohio Department of Education. This designation recognizes the beliefs and expectations of our school community that a rigorous education which prepares young people to be active participants in their community is crucial in our society. At Bishop Flaget, students are provided a well-rounded education which includes an emphasis on STEM skills, collaboration, innovation, and problem solving. Our students are challenged to grow exponentially each year and embrace the concept of life-long learning.

## ADMISSION

New kindergarten students **must be five (5) years old on or before September 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 elementary**, the priority shall be as follows:

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

## **AFTER SCHOOL ACTIVITIES**

A variety of after-school activities will be provided. Parents are responsible for timely student transportation. For activities that will not begin immediately after school, **students are not to remain on school premises. In addition, siblings are not to remain on school premises while older siblings have band, practice, etc.** There is no one available to monitor these students; therefore, parents must plan for these circumstances.

## **ARRIVAL AND DISMISSAL - SEE COVID HANDBOOK FOR CHANGES**

Students being delivered to or picked up from school should use the east parking lot by the gymnasium. The front of the school on Parsons Avenue is reserved for bus traffic, but students may be dropped off quickly along the curb if no buses are there. **The northwest entrance (horseshoe drive) is to be used only for kindergarten students being dropped off for school.** Pick up of all students should be at the east parking lot.

Parents who need to help their children get out of car seats or out of the car should pull into parking places in the parking lot in the morning and walk their children to the sidewalk. Please do not stop your car for an extended amount of time in the drop-off line as it impedes traffic and causes issues with bus traffic on Parsons Avenue.

Students should not arrive before 7:45 am. Students in grades K-8 arriving between 7:45 am and 8:00 am should report to the gymnasium immediately. Students are not permitted to go to their classrooms until they have been dismissed from the gym. Preschoolers and Pre-Kindergarteners may report to their classrooms upon entrance after 7:45.

School hours are: Pre-Kindergarten - Gr. 8	8:00 a.m. - 2:45PM
Preschool	8:00 a.m. - 11:00AM or 2:45PM

**Students should be in their seats and ready to learn before the 8:05 tardy bell.** A student arriving late for school should **report first to the office for a tardy slip.** It is important that students arrive on time for school every day. Being tardy not only disturbs the school routine but also may negatively impact a student's ability to come to school ready to learn. Saturday assistance will be assigned for students with excessive tardies.

Parents should not be in the hallways after the 8AM bell. Also, there is no conferencing with teachers after the 8AM bell.

Dismissal begins with early bus riders at 2:30PM. Car riders are released at approximately 2:38PM. **The parking lot will be closed at approximately 2:35 for the first release of students.** Parents who do not arrive before the parking lot is closed should wait 2X2 in the drive until the first round of cars are released. **Students are NOT permitted to cross the rope. Students are only released to parents with cars parked in the gym parking lot.** Once the parking lot is opened, families in the second round can pull in and park in the open spaces and students will be released once the traffic has abated. (Refer to the detailed map in order to see the parking lot dismissal procedure.) Please follow the directions of the parking lot staff as they are there to keep your children safe and traffic flowing smoothly.

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.

## ASBESTOS PLAN

Bishop Flaget 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.

## ATTENDANCE/TARDY POLICY

From ODE

“A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). Medical excuses will be accepted in the form of doctor’s note within five school days of the absence or parent call-in on the day of the absence due to illness or doctor’s visit. A student may have up to 10 medically excused absences without a doctor’s note, but with a parent call-in. Medical excused absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond 10 days if the student or someone in the student’s family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.”

**Regular attendance is essential to a student’s success in school.** Therefore, Bishop Flaget 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. **This will occur for in person and virtual learning days.**

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.
- The student returns to school with a doctor’s excuse or parent note. **Students are only allowed 5 parent note excuses for the year.**

**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 following are the only recognized excuses for school absence:**

1. Personal illness, including doctor visits. - CHANGES DUE TO COVID-19
  - ~~a. All children should be fever, diarrhea, and vomit free for 24 hours. Students who leave school after vomiting or with a fever or diarrhea are not permitted to return to school the next day. This is for the protection of all of our students. Please note that depending on the symptoms of the illness, siblings may also be asked not to return to school for 24 hours as well.~~
  - ~~b. Any student who is out of school for four (4) days in a row because of illness needs a doctor’s excuse to return to school.~~
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 appointments after school hours.



In addition to the phone call, **students are required to bring a written excuse and/or doctor's note to the teacher upon return to school.** This note is to explain the absence and must be dated and signed by the parent or guardian. (A maximum of five parent excuses will be accepted for the school year.)

A student is considered tardy if he/she is not in the room at the beginning of the school day (8:05AM) 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 (2:45 p.m.). **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.**

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. Teachers may choose to give the student work to take along and/or have the work 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 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 attend school, in the building, on an assigned virtual day to make up missed work and receive additional instruction.** At 10 days for the year, students will be assigned an In Person Virtual Day. Students will be assigned an In Person Virtual Day for each additional five absences. This same rule will apply to tardies. (Exceptions may be made in the event of chronic illnesses which are documented by a doctor's excuse and by providing doctor's excuses for absences and tardies.)

## **ATHLETICS**

Athletic competition is promoted to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. All students are encouraged to participate, regardless of their skill level or experience. Various sports are available and vary from year to year. All team members must have physical examinations prior to the season.

**If school is cancelled,** scheduled athletic events will be left to the decision of the administration.

To be eligible to participate in athletic competition at Bishop Flaget, a student must:

- Have a completed and up-to-date sports physical and signed athletic agreement;
- Have good attendance;
- Be making satisfactory academic progress. Failure to complete assignments, poor behavior or attendance, or other classroom/academic issues (as well as unsportsmanlike conduct) may affect a student's eligibility. The administration shall make this determination.

## BANNED SUBSTANCES

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 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.

## CAFETERIA RULES/FOOD SERVICE

The same general rules for behavior apply in the cafeteria as in the classroom. All students must leave the table and floors around them clean. Students may leave their table only when excused. Good manners should be exercised at all times. Please encourage your child not to waste their hot lunch or their lunch sent from home.

Bishop Flaget School participates in the National School Lunch Program. Applications for this program are sent home at the beginning of the year to all students. Student eligibility is also determined through direct certification through the Ohio Department of Education. Families who cannot afford to provide this lunch for their child should complete an application and return to the school office as soon as possible so that suitable provisions can be made for free or reduced-price lunches according to government regulations. We encourage you to take advantage of this if you are eligible. This is completely confidential, and there are no indications in the lunch room as to the status of free or reduced lunches. Furthermore, the higher our number of free/reduced lunch recipients, the more grants and programs our school is eligible to receive. If you have questions, please don't hesitate to speak with Mrs. Becky Hurff or Mrs. Corcoran.

A lunch menu is sent home in the family envelope each month and posted on Digital Academy. Lunches should be paid for in advance or at the time lunch is purchased. Parents may choose to pay by the week or month in the school office.

Those who bring their lunch from home may purchase milk. No carbonated beverages are permitted. **No fast food, i.e. McDonald's, Burger King, Subway, is permitted in the cafeteria.**

Student lunches are \$3.00 and milk/juice drinks are \$.50. Student lunches are charged through Digital Academy. In the event that a student forgets his/her lunch, the student will be permitted to charge lunch. **Once lunch charges have reached \$50, the student will be given a peanut butter sandwich (\$.50 charge) but will not be able to charge additional lunches.** It is the responsibility of the parent to make sure that the child packs his/her lunch or keeps their lunch account balance paid. This policy is to enable our school cafeteria to maintain fiscal stability.

## 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 cancelled unless unusual circumstances exist.

Every practical means is used to notify parents of a cancellation. In the unusual circumstance where school must be cancelled 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, via email, and through School Messenger. Students may be asked to attend school virtually on calamity days.

## 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. Books are to be kept covered. Students should take care when placing books in their lockers and bookbags. Students are financially responsible for the

loss or damage of textbooks, novels, or any other school issued publication.

## 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 Digital Academy profile immediately with any changes to your contact information.

## 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.

## CODE OF CONDUCT AND DISCIPLINE POLICY

### AMUSEMENT ITEMS

Class is for learning; therefore, non-academic items are not permitted in class. This includes toys, cards, balls, all spray items, phones, video games, fidget spinners, etc.

### BEHAVIOR OFF CAMPUS

The Diocese of Columbus/Bishop Flaget 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 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. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. 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 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. Infractions of bus rules will be brought to the attention of parents. Continued abuse of bus privileges will result in the denial of transportation. **All rules of the school district sponsoring the bus apply to our students. Those exhibiting inappropriate behavior, or behavior unbecoming, will be subject to disciplinary action by Bishop Flaget School.** 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. The following is Bishop Flaget's Code of Conduct. This code of conduct serves to guide the behavior of students at Bishop Flaget 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 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 correction 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.

**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. Note to a parent/guardian
3. Telephone call to parent/guardian
4. Conference with teacher and, if necessary, principal
5. Loss of privileges
6. After School or Early Morning Detention: Detentions will be assigned by the teachers. Students are to serve on that date assigned by the teacher. Parents will be given two days notice.
7. In School Suspension

8. Saturday School (7:30AM-9:30AM)
9. Suspension/expulsion (according to Diocesan guidelines)
  - \*\*\*Appeals/communication may be made in the following sequence:
    1. Teacher
    2. Principal
    3. Pastor(s)

We will be following a Punishment/Penance procedure where the student will be assigned an “act of penance” each time they are subject to a consequence. These may include verbal/written apologies, assisting with classroom cleaning, etc.

## HONESTY CODE

An Honesty Code represents a level of conduct and truthfulness that everyone should strive to meet. As a community of teachers, staff members, and students, we pledge to be truthful in our words and in our deeds. At Bishop Flaget, we value honor above all else. To be honorable is to possess and act with integrity and honesty. 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:
  - receiving a zero 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 aide 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.

## 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.

## SUSPENSION AND EXPULSION

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

1. 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.
2. 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.
3. 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.
4. 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.
5. The suspension period may not exceed 10 days per offense.
6. If expulsion is called for, a written notification to the parents and the Superintendent of Schools will clearly state the reasons for expulsion.
7. Review of an expulsion by the Diocesan Board of Education will be made only when requested by parents, pastor, or superintendent.
8. When a student is expelled, the regular transfer procedure will be used for records and notification of public authorities

## 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 requests that students be fever-free and have no vomiting or diarrhea for 24 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.

## COMMUNICATION WITH TEACHERS

Formal parent/teacher conferences will be held twice yearly. Parents will be given the opportunity to schedule these conferences in advance. In addition, faculty members are always available for conferences throughout the school year. It is to everyone's advantage to schedule these conferences in advance.

All teachers can be reached through School Speak. **PLEASE DO NOT TEXT OR MESSAGE TEACHERS THROUGH SOCIAL MEDIA.** Staff members are not permitted to answer texts or social media messages from parents. Messages sent through the office can be delivered to the teacher, but please remember that the messages will most likely not be responded to during the school day. Please do not try to conference with your child's teacher after the 8:00AM bell as the teachers have a job to do, and if you are trying to talk with them in the hall, the students are not getting the attention that they deserve. Finally, do not attempt to initiate discussion about your child's progress or any other child's progress while the teacher has students or other parents are present. This is a confidentiality issue, and the teachers have been instructed to remind parents to make an appointment for a conference to discuss issues.

### CONFLICT RESOLUTION PROCEDURE

To facilitate communication among parents, students, teachers, and the principal and to aid in the resolution of perceived conflicts that may from time-to-time exist among such parties, the following conflict resolution procedure is to be used:

1. **A parent must first discuss the circumstances with the appropriate teacher(s) in an attempt to work out a solution satisfactory to all concerned.**
2. If the conflict involves only the principal, a parent must first discuss the circumstances with the principal in an attempt to work out a solution satisfactory to all concerned.
3. Only after the parent and the appropriate teacher have attempted to resolve the problem and where either the parent or the teacher feels it is appropriate, both the parent and the teacher may discuss the particular circumstances with the principal and work toward a resolution of the conflict.
4. If the conflict cannot be resolved by Step 3 above, either the parent, the principal, or the teacher may refer the matter to a committee consisting of the pastors of St. Mary and St. Peter parishes and principal. If the conflict involves only the principal, the committee will consist of the pastors of both parishes. The committee will be the final arbitrator of all conflicts at the local level. Where deemed appropriate by the pastors or the committee, the Bishop Flaget School Board or representative of the school board may be contacted for advice and should be informed of circumstances where the board policy is appropriate.
5. Matters not resolved at the local level may be referred to the Diocesan school office.

### DAILY SCHEDULE

Grades K-8:	8:00 a.m.	First Bell (Students may enter their classroom.)
	8:05 a.m.	Tardy Bell– Parent should sign student in if arriving late.
	2:35 p.m.	Dismissal

Students should not arrive at school before 7:45 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. **Supervision is not provided before 7:45am or after 3:00pm.**

It is imperative that students are at school in plenty of time to be seated in the classroom by 8:05AM. Students who are routinely tardy will be required to attend Saturday session after 10 tardies and may be referred to the truant officer for court action at 15 tardies.

### DIRECTORY INFORMATION

A family directory will be available online through Digital Academy.com. Families will need to set the information that they want to be available to other families. Families are reminded that this information is a service provided to our families and should not be shared with anyone outside the school.

### DOCTOR/DENTIST APPOINTMENTS

Students are encouraged to make every effort to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these special appointments **with an excuse from the doctor.**

When a student has an appointment during school hours, **a written note must be brought to the office the day before the appointment if possible.** The note must indicate the person who will be meeting the student. This person must meet the student in the **office only**. No teacher may allow a student to leave directly from the classroom. **No student will be dismissed until an adult signs the student log sheet in the school office.**

Students must report to the office when leaving and returning.

## **ELECTRONIC DEVICES**

Video gaming systems are not permitted to be brought to school. Handheld video games, portable CD/DVD players, iPods, MP3 players and any other music players may be brought to school, but are not to be used during school hours (7:45-3PM).

Cell phones should not be brought to school. If a student chooses to bring a cell phone, it must be kept on silent and in their locker and should not be used from 7:45am until 3:00pm. **NO CELL PHONES SHOULD BE TAKEN INTO LOCKER ROOMS.** Students are not permitted to text or post to online sites during school. Those who violate any of the rules regarding cell phones may forfeit their privilege of bringing them to school.

The following system will be used for violations of this policy:

- First offense: Device confiscated until the end of the school day; student may pick up.
- Second offense: Device confiscated until the end of the school day; parent must pick up.
- Any following offenses: Forfeit the privilege of bringing devices to school; Saturday School; possible suspension/expulsion.

**Bishop Flaget School is NOT responsible for stolen or damaged electronic devices brought to school.**

## **EMERGENCY DRILLS**

Fire drills and tornado 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. Children are moved to the parking lot in less than 75 seconds in a safe, quiet, and orderly manner.

A detailed emergency preparedness plan has been explained and provided to staff. The school is prepared for a variety of emergency situations. In the event of evacuation, the off-site location for students is Ohio University-Chillicothe.

## **EMERGENCY MEDICAL RELEASE INFORMATION**

Each student is required to have an emergency medical form and emergency release file on Digital Academy 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

## **EQUIPMENT USAGE**

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

## **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.

## **FIDELITY TO CHURCH TEACHINGS**

As a Catholic school, Bishop Flaget 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.

## FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notice of field trips well in advance of the scheduled trip date and will always be asked to sign field trip permission forms. Money will be requested from each student to defray transportation or facility use costs. Parents are sometimes asked to drive for field trips. **In order to be allowed to transport students, parents must have attended Protecting God's Children, submitted a BCI background check to the school, and have a copy of their up-to-date insurance card and driver's license on file.** No siblings are permitted to "tag along" on class field trips.

## FINGERPRINTING

All paid school staff and volunteers must have completed a BCI or FBI background check before working or volunteering at Bishop Flaget 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.

## 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 only be permitted to call home before 8:05am for forgotten items such as P.E. clothes, homework, paperwork, etc. Parents are not permitted to deliver forgotten items to a student's locker or classroom. Lunches may be dropped off in the main office where students may pick them up at lunch time.

## GRADING

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

1. Participation in a production (e.g. science fair, musical) is a requirement for some classes. Teachers will inform parents at the start of the assignment.
2. Grading in grades K-8 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.
3. Special educational options may be available based on student interest and availability. In such cases, students may have options for high school or college credit.
4. Algebra I will be made available to students who meet the diocesan requirements for this program. Students must score above a 3 on the end of course exam in order to earn high school credit.
5. Foreign language instruction may be offered to students based on student interest through distance learning equipment. Students will be responsible for all assignments and contacting the teacher as needed.

## 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.

## HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any school activity and/or take place in classrooms, halls, cafeterias, or at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. 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.
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 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.**

## HOMEWORK

**Homework is important.** It is an extension of the learning that takes place in school and is mandatory to succeed. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. It is the responsibility of students to make-up assignments missed due to absence.

Bishop Flaget School's Homework Policy # 5120.0 lists the following **student responsibilities**:

- Make up work missed when absent.
- Complete unfinished class assignments.
- Make a list of homework.
- Take home all books and materials needed to complete the assignment.\*\*
- Be aware that the content and appearance of all assignments are important elements in the grading process.
- Complete homework on time and to the best of his/her ability.\*\*

\*\*These items are extremely important in this process.

### **Parents' Responsibilities in regards to homework:**

- Establish a quiet place in the home where the student can work at maximum effort;
- Emphasize to the child the value and importance of homework;
- Encourage students not to waste time when completing homework assignments;
- If a child requests, give assistance only until he/she can work adequately alone;
- Be aware of teacher expectations in relation to homework assignments;
- Communicate with the teacher to clarify any confusion regarding homework assignments.
- Parents wishing to take a student out of school for trips, etc., must assume a responsibility for the school work missed by the student upon their return. Notification about such absences are to be made directly to the principal.
- As stated in the Diocese of Columbus Policy Book: "Students who miss classes regularly or take extended vacations on school time cannot demand the privilege of earning credits by special, individual assistance from faculty members, 'make up' or special examinations."

## 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 provided 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.

## 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)

Additional immunizations may be required if not given according to a set schedule.

## LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for grades PS-8. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. The library collection is constantly updated and expanded. Books are chosen to support classroom curriculum or for their educational or recreational value.

Students are allowed to use the library throughout the week with the permission and supervision of their classroom teacher. They may use the library to read, check out books, return books, do reference work or work on special projects. Lost or damaged books must be paid for in all grades. Report cards are held at the end of each quarter until all library accounts are settled.

## 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. In examining lockers, there shall not be a requirement to attempt to locate any student whose absence from a class or school is not authorized.

## LOST AND FOUND

All clothing found at school, regardless of its value, is placed in the lost and found. **PLEASE LABEL ALL CLOTHING.** Money, jewelry, or any articles of value are turned in to the office secretarial staff. Students may claim articles after proper identification. **At the end of each quarter, unclaimed articles will be donated to a clothing center.**

## 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. *Exceptions may be made for extended illnesses with the approval of the principal.* However, if assignments are taken home, they must be turned in upon return. 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. (For example, if a test was scheduled in the morning and a student comes to school in the afternoon, the student should check in with the teacher doing testing about a time to make up the exam. In addition, all homework for the morning classes should be turned in.) Major projects that have been assigned for weeks are also due upon return to school.

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. **No work will be permitted to be made up for unexcused absences and tardies.**

## 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.**

## NURSE

Bishop Flaget has the services of a school nurse. Responsibilities include:

1. Review immunization requirements
2. Vision/Hearing/Postural screening
3. Screen for communicable diseases such as skin rash/nuisance diseases (head lice, scabies)
4. Available for consultation concerning health problems
5. Resource person for all health-related programs

Please be sure to contact the nurse if your child has any unusual health problems. Please call the school office if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children.

## 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. Furthermore, please do not text or call your child during the school day as they are not to be on their phones. 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.**

## 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 of the elementary school 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.

## **RELEASE OF RECORDS**

The school will maintain records of all students. Information included in these records may not be released without written parental consent. **Transcripts will not be forwarded to a new school until tuition payments and all other fees are paid in full.**

Those who are permitted to view an individual student's records are:

1. school personnel;
2. parent(s)/guardian(s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers.

Parents(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent/guardian of the minor student or of the student who is 18 years of age or older.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued following the completion of nine weeks for grades 1-8. Please carefully review your child's progress and contact the school if you have any questions. Kindergarten and PreKindergarten students will not receive a report card until the end of the second quarter.

Progress reports will be issued once a quarter at week four. These reports are designed to inform parents about their child's progress and areas of strength and weakness.

## **SATURDAY ASSISTANCE**

Students who have excessive absences or tardies or who need assistance in completing assignments may be required to attend Saturday sessions in order to complete assignments and meet grade level standards. (See also "Makeup Work"). Saturday assistance will also serve as a step on the discipline ladder.

## **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 Mrs. Corcoran.

## **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 pastors from St. Mary and St. Peter parishes, 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.

## **SOCIAL MEDIA POLICY**

Bishop Flaget 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 Mrs. Corcoran.

## **STAFF ROOMS**

Because of the copier, paper cutter, the laminating machine, as well as staff privacy, no students are

permitted in these areas. Parents and volunteers should obtain permission in the office before entering these areas in respect to faculty privacy.

## TELEPHONE

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the school phone, or a personal cell phone to make personal arrangements (such as requesting permission to go to another student's home after school).

## TESTING

The Terra Nova Test will be administered to students in Grades 3-8 each fall. A summary sheet will be sent home to parents at the end of the year. STARS Enterprise 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 ACRE Test is administered to grades 5 and 8 to evaluate the school's religious education program.

## TRAFFIC ON SCHOOL GROUNDS

The Administration has adopted parking and driving policies due to the safety, limited parking space, and playground availability around the school. The southeast lot is reserved as the students' playground. The east lot by the gymnasium is reserved for drop-off and pick-up traffic and visitors. (Refer to the detailed map included with this handbook.) The Parsons Avenue curb area is primarily for buses only from 7:50 a.m. to 8:10a.m. and from 2:35PM to 3:15PM. **(No cars should use this area to park, but students may be dropped off quickly at these times.)** The administration seeks cooperation of all parents in observing these access and parking policies.

## TRANSITIONS

A Back to School Open House picnic will be held to allow students and families the opportunity to learn about the upcoming school year, meet their teacher, and prepare for the first day of school. Students may also participate in a "Stepping Up Day" at the end of the year to learn about their future teacher and class.

## TRANSPORTATION

Parents should notify each of their children's teachers at the beginning of the school year as to the regular mode of transportation which will be utilized in the afternoons so that the teachers know where to direct the students at dismissal. If there are changes to this transportation, a note must be sent to the school notifying the teacher. Please do not tell the teacher in the morning as mornings are hectic and messages can be forgotten. 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 2:00pm. **DO NOT LEAVE MESSAGES** on the school voicemail regarding transportation as the messages may not be received in time.

## TUITION PAYMENTS

The tuition of each student is the responsibility of the parent/guardian. Tuition payments are due by the 15th of each month. Tuition may be prepaid by August 15th to receive a \$100 deduction for each child in grades K-8. (Preschool and preK tuition are not eligible for this discount.) 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

No student of a **participating\*** Catholic shall be denied an education because of financial difficulty. It is the responsibility of the parents to contact the school when financial difficulties arise that may affect payment before tuition becomes too far overdue without explanation. The school may provide tuition assistance to families

who show need if it is available. \*Participating is defined as regularly attending Mass and participating in the life of the parish through time, talent, and treasure as able.

Tuition assistance is available to eligible families based on the amount of aid available. Monies are available through the generosity of St. Mary's and St. Peter's 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, and memorial donations. Please contact Mrs. Corcoran for information. To apply, go to [www.factstuitionaid.com](http://www.factstuitionaid.com). Please notify Mrs. Corcoran after you have completed the application. Applications are due by March 15th to be eligible for diocesan tuition assistance for the following school year.

## UNIFORM POLICY

All students from Kindergarten through Grade 8 are required to wear uniforms. The purpose of the uniform policy is to minimize the influences that distract from the goals of the school. Reasonable care and neatness with regard to cleanliness, dress, and appearance are required at all times. Parents are requested to see 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/disciplinary action.

### Uniform for Girls

1. Girls in grades K-4 may wear white or dark green polos or button down tops with navy blue or Flaget plaid bottoms. Jumpers, skirts and dress pants are acceptable. Long or short-sleeved white blouses, polos, or turtlenecks with no ornamentation are mandatory with a jumper. Pants are not to be denim or cargo style, must be acceptable length, and must not be "skinny" pants.
2. Girls in grades 5 - 8 may wear white, dark green, or light blue polos or button down tops with khaki, navy blue or Flaget plaid bottoms. Jumpers, skirts and dress pants are acceptable. Long or short-sleeved blouses, polos, or white turtlenecks with no ornamentation are mandatory with a jumper. Skirts must pass the fingertip test. Pants are not to be denim, must be acceptable length, and must not be "skinny" pants.
3. Shirts must be tucked in and belts must be worn when wearing pants.
4. Navy or khaki walking shorts will be permitted until September 30th and after April 15th. Cargo shorts or shorts with any type of ornamentation may not be worn. Belts must be worn with shorts.
5. Grey Flaget crewneck sweatshirts may be worn over the uniform shirt during the school day. Girls may also wear colored cardigans, pullover sweaters, or sleeveless pullover vests in navy, grey, or black. These are not a required part of the uniform. Hooded sweatshirts or fleece jackets may not be worn in the building during the school day.
7. Socks or tights must be worn every day. Knee socks may only be worn if they are navy or white. Girls are permitted to wear leggings during recess only.
8. Tennis shoes or dress shoes must be worn with the uniform (no clogs, boots, or sandals).
9. No tattoos, piercings, jewelry, or other accessories are permitted with the following exceptions:
  - a. Two pairs of small post/hoop earrings on the ear lobe only. No dangling earrings.
  - b. One small necklace
  - c. One watch
  - d. Two rings
  - e. Two bracelets total
10. Any make-up or nail polish must be minimal and age appropriate.
11. Hair may not cover the eyes or face and must be kept clean. Bangs must be at or above the eyebrow. No bleaching, coloring, or tipping is permitted. Hairstyles cannot block the student's vision or impede the vision of students sitting behind her in class.
12. Any hair accessory must be minimal. All hair bows must be white, navy or Flaget plaid. No cat, unicorn, etc. headbands will be allowed.
13. Girls in grades 4-8 are required to change for gym. All shirts must have sleeves and be of appropriate length. Shorts must be at least fingertip length. Graphic t-shirts should be school appropriate. NO Spandex may be worn.



### **Uniform for Boys**

1. Boys in grades K-4 may wear white polos or button down tops and navy blue bottoms. Pants are not to be cargo style or denim and must be of acceptable length.
2. Boys in grades 5 - 8 may wear white or light blue polos or button down tops and khaki or navy blue bottoms. Pants are not to be cargo style or denim and must be of acceptable length.
3. Shirts must be tucked in and belts must be worn.
4. Navy or khaki walking shorts will be permitted until September 30th and after April 15th. Cargo shorts or shorts with any type of ornamentation may not be worn. Belts must be worn with shorts.
5. Grey Flaget crewneck sweatshirts may be worn over the uniform shirt during the school day. Boys may also wear pullover sweaters or sleeveless pullover vests in navy, grey, or black. These are not a required part of the uniform. Hooded sweatshirts or fleece jackets may not be worn in the building during the school day.
7. Socks must be worn every day.
8. Tennis shoes or dress shoes must be worn with the uniform (no clogs, boots, or sandals).
9. No tattoos, piercings, jewelry, or other accessories are permitted with the following exceptions:
  - a. One small necklace
  - b. One watch
10. Hair may not cover the eyes or face and must be kept clean. The maximum length for boys' hair shall be above the collar and off the ear. No bleaching, coloring, or tipping is permitted. Designs shaved into the side or back of the head are permitted. Hairstyles may not impede the vision of other students who may be sitting behind the student in class.
12. Boys in grades 4-8 are required to change for gym. All shirts must have sleeves and be of appropriate length. Shorts must be at least fingertip length. Graphic t-shirts should be school appropriate. NO Spandex may be worn.

### **Dress Down Days**

Occasionally, the students are permitted to enjoy days out of uniform for various reasons. This is a reward that is offered to students as fundraising prizes, special events/celebrations, service projects, and field trips to name a few. In order to guarantee that dress down days do not become too much of a distraction, the following rules are in place and must be followed. Students who violate these rules will be made to change and may lose future dress down privileges.

1. Shirts must have sleeves. No tanks or spaghetti straps.
2. Shirt graphics must be school appropriate.
3. Hats may only be worn on hat themed days.
4. Shorts/skirts/dresses must be of appropriate length.
5. Tight fitting jeans, skinny jeans, yoga pants, pajama pants and leggings are not allowed. The only exception is pajama pants on a pajama theme day.
6. No rips or holes are permitted in pants.
7. No unnaturally colored hair.
8. If you are unsure as to whether or not your outfit is appropriate, please check with your homeroom teacher before wearing the outfit 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.

## 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.
2. All staff are expected to question strangers and direct them to the office.
3. Visitors shall return to the office after their visit and sign out.
4. The sign at the front doors directs all visitors to register in the office.
5. A visitors' registration book shall be maintained by the secretaries indicating visitor's name, date of visit, purpose of visit, time in, and time out.
6. Any school employee shall inform the principal of anyone not authorized to be in the school or on the grounds. If a person so requested fails to leave, the police will be notified and asked to remove the person(s).
7. No parent should interrupt a class for **any** reason.
8. No parent should be in the classrooms after the 8:05AM tardy bell as that signals the start of the school day. At this point, the teacher has many administrative duties that need to be performed. Please schedule conferences with teachers in advance.

## 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, bingo, 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 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.** See the volunteer handbook.

## WITHDRAWALS

If a parent is withdrawing their student in the middle of the 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 his/her next school of enrollment. **Tuition and all fees must be paid in full prior to withdrawal.**

## WELLNESS POLICY

Bishop Flaget School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. These practices will promote and protect children's health, spiritual well being, and ability to learn by surrounding healthy eating, physical activity, educating the whole child socially, through good nutrition and physical education. Therefore, it is the policy of Bishop Flaget School that:

- ✓ All students in grades K-12 will have opportunities, support, and encouragement to be physically active during regular school hours on a consistent basis. Students in K-8 will have two physical education classes per week and a recess every day after lunch. The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.
- ✓ The primary goal of nutrition education is to positively impact eating behaviors.
- ✓ Foods and beverages sold or served at school, during the school day will meet the nutrition recommendations of the U.S. dietary guidelines for Americans.
- ✓ Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study.
- ✓ Child Nutrition Programs will comply with federal, state and local requirements. Students will have access to a variety of affordable, nutritious, and appealing foods. Students will be provided with clean, safe, and pleasant setting to eat, and adequate time to eat. Accommodations will be made for identified medical concerns when a physician's statement is presented.
- ✓ Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
- ✓ To the maximum extent practical, Bishop Flaget will participate in appropriate federal school meal programs.
- ✓ Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, the school has and will continue to outline what types of healthy snacks may be eaten during this time.
- ✓ All foods available on school grounds adhere to food safety and security guidelines.
- ✓ School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
- ✓ Foods low in nutritive value shall be prohibited as rewards at school; non-food rewards shall be encouraged.
- ✓ Food shall never be withheld as a form of punishment.
- ✓ Physical activity shall never be used as a form of punishment. Students cannot lose recess as a punishment.
- ✓ Physical fitness is supported through the Diocesan Physical Education Course of Study.
- ✓ The principal will ensure compliance with established Bishop Flaget wellness policies. The school food service manager shall ensure compliance with the school food service facilities. The school meals will undergo a School Meals Initiative (SMI) review at least once every five years in order to ensure that school meals are meeting USDA nutrition standards.
- ✓ All appropriate grade levels will have scheduled recess times.
- ✓ All tobacco products, tobacco and alcohol-related advertising shall be prohibited on school grounds.
- ✓ The school cafeteria staff will strive to meet the goal of at least one fresh/frozen fruit or vegetable per day and strive to avoid "super" processed foods.
- ✓ Staff members will be provided opportunities for health fairs and clinics as well as activities which encourage healthy eating and activity.

To achieve this policy, the Bishop Flaget School Health Council will meet at least once per school year. The Council will have at least six members including, but not limited to, school administration, the school nurse, representatives from the school food service, classroom teachers, parents, students, and members of the community. The function of the School Health Council will be to:

- ✓ Annually develop and implement wellness goals and practices that support this policy.
- ✓ Make recommendations to the administration and the school advisory board about this and other school health/wellness policies.
- ✓ Evaluate the effectiveness of this policy and compile an annual report for the administration and the advisory board.

- ✓ Address other concerns of the school health environment including, but not limited to, health and physical education, school health services, safety concerns, and staff health promotion programs.

## **PARKING LOT PROCEDURES**

**Revised August 2018**

**All drop-off and pick-up of students (including PreKindergarten and Kindergarten) will be in the east parking lot (by the gymnasium).**

Car riders will leave their classrooms and exit through the gymnasium door and out to the parking lot. If their ride is not there, they will wait with the teacher in the gym. Car riders will be allowed to ride only in cars authorized by parents. If car riders have not been picked up by 3:00PM, they will wait outside the school office until their ride has arrived.

**Horseshoe Driveway** - Drop-off/pick-up only after 8:05AM.

This is to be used during school hours to pick up children for appointments. Please only park long enough to run in and sign your child out. Please do not park here in the morning as our staff members need to be able to park here in order to bring things into the building.

**East Parking Lot** - Morning drop-off/ Afternoon pick-up

Pick-up Procedure

- Parking lot is roped off at 2:35PM.
- Students will wait on steps or in gym with a teacher.
- By 2:45PM, all students will be dismissed.
- Students are released to an authorized person with a car in the parking lot.
- Cars will be dismissed out the exit road once all students have safely entered their cars. The cars at the front of the parking lot are released first. Please wait for your turn in order to prevent accidents.
- Those with cars outside the parking lot must wait until the parking lot is "opened" and the first group of cars are released; then they can drive through to park and pick up their children.
- **No students are permitted past the parking lot ropes at any time!** Please do not get out of your car and ask the teacher to allow you to break this rule. This is for the safety of all our students.
- Students who are still waiting after the parking lot has been emptied will be taken to the office to wait by the horseshoe drive.

This process moves quickly. Please make sure your children are in the vehicles as soon as possible to move the process along.

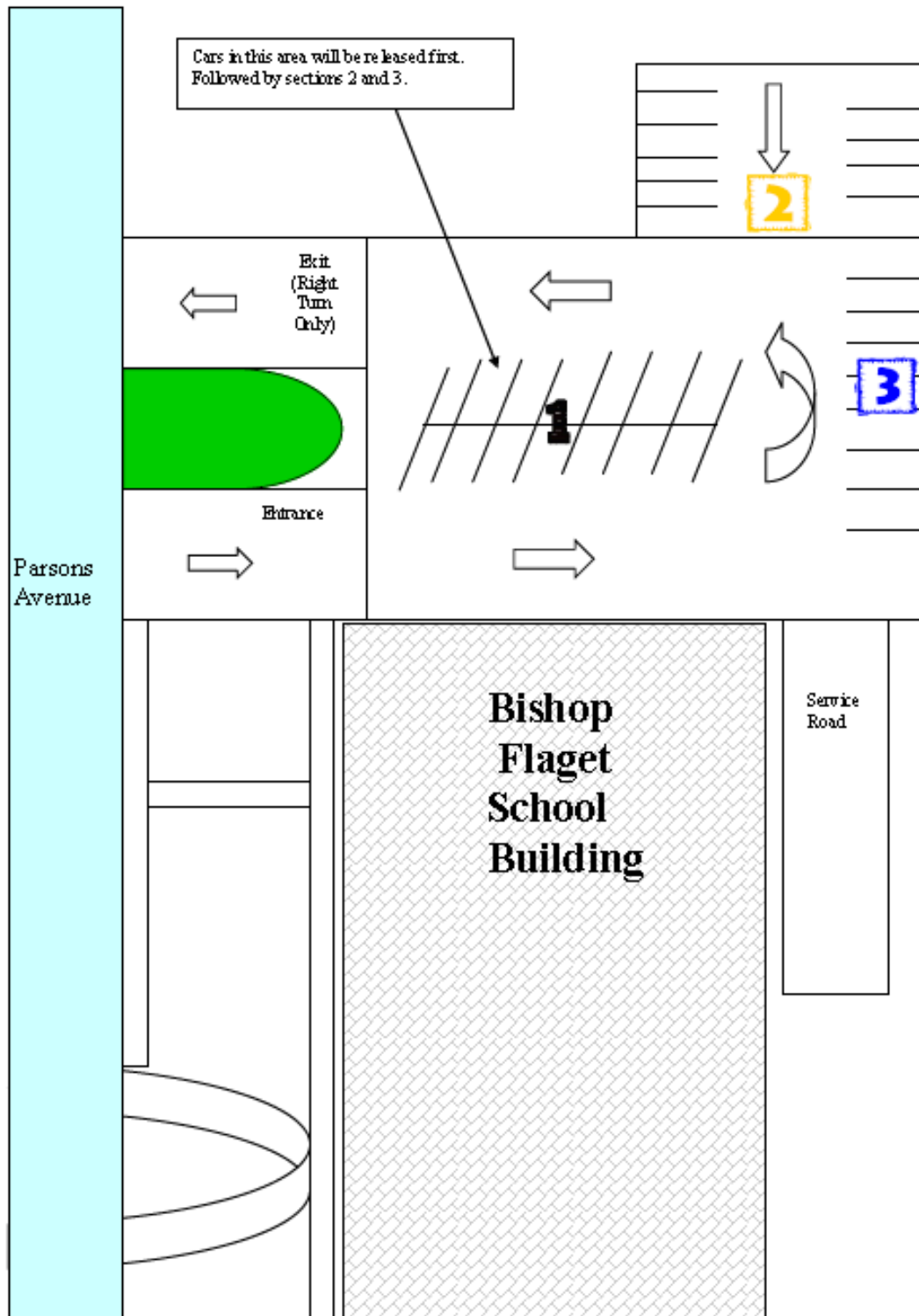
All vehicles will be dismissed in order each and every day after school. **If you must have someone pick up your child**, please make sure they know the procedure in the parking lot. **Your vehicle must be in the parking lot to pick up children. No child will be allowed to go to a vehicle that is not in the parking lot.**

**PLEASE DO NOT PARK IN THE STAFF PARKING LOT!** We barely have enough space for our staff, so we need all the available spaces. Please be respectful of our staff. Preschool and kindergarten children may be dropped off at the office entrance for the first few weeks of school until they become familiar with the building. This is for drop-off only; no cars should park in the driveway! If you plan to walk your child into their classroom, you should park in the east parking lot and walk into the building.

### **PRESCHOOL DROP OFF AND PICK UP**

Preschool students should be walked to the back door of the school to enter through the door closest to their classroom. Those being picked up at 11AM should also be picked up from this door. Preschool students who stay all day will be picked up from the gym doors with the rest of the students.

# PARKING LOT MAP



## **ACCEPTABLE USE AGREEMENT FOR INTERNET/ELECTRONIC DEVICES**

Bishop Flaget School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bishop Flaget School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Bishop Flaget School. Technology includes but is not limited to networked computers, laptops, cameras, e-readers, video cameras, MP3 players, flash drives, fax machines and printers.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Bishop Flaget School adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Bishop Flaget-owned equipment or through Bishop Flaget-affiliated organizations. Filters are used on the internet at Bishop Flaget School and settings are monitored by the Diocese of Columbus and Bishop Flaget School. The filters are not foolproof and students need to continue to use search engines and URLs appropriate for school use.

### ***Bishop Flaget School Rights and Responsibilities***

It is the policy of the Bishop Flaget School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bishop Flaget School recognizes its legal and ethical obligation to protect the wellbeing of students in its charge. To this end, Bishop Flaget School retains the following rights and recognizes the following obligations:

1. To log network use, monitor filespace utilization by users, and assume no responsibility or liability for files deleted due to violation of filespace allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Bishop Flaget School-owned equipment and, specifically, to exclude those who do not abide by Bishop Flaget School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Bishop Flaget School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### ***Staff Responsibilities***

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Bishop Flaget School.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### ***User Responsibilities***

Use of the electronic media provided by Bishop Flaget School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of the acceptable use policy as well as any other relevant school policy.

**Acceptable Use (DO):**

- ❖ All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Bishop Flaget School.
- ❖ Users should communicate with teachers and classmates for educational projects and assignments for the betterment of their education.
- ❖ Users must always log off the network when leaving a computer for any period of time.
- ❖ Users should check Google Classroom accounts and emails regularly for information from their teachers and assignments, even on days when school is not in session, i.e. snow days.
- ❖ Users are responsible for keeping backup copies of their data in their Google account.
- ❖ Users may only access social media resources when under the direct supervision of a teacher who is using it for educational purposes.
- ❖ Users should follow the Honesty Code of Bishop Flaget School in their use of electronic resources (see handbook section “Honesty Code”)
- ❖ Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- ❖ Users must comply with all laws regarding cyberbullying. Cyberbullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.
- ❖ Inadvertent access to any inappropriate content using school technology needs to be reported to a teacher or administrator immediately.

**Unacceptable Use (DO NOT)**

1. Users may not trespass in any other person’s folders, work, or files. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
2. Users may not allow another student access to their account.
3. Users may not download application programs.
4. Users may not stream music, play games, chat, or access any audio/video streaming unless under the direct supervision of a teacher or as part of a classroom assignment.
5. Any use of the network for commercial or for-profit purposes is prohibited.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Users may not send, display or receive messages, pictures, or other media which are abusive, obscene, sexually inappropriate, threatening, and racially offensive, considered harassment or offensive to human dignity.
8. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
9. Use of the network for any unlawful purpose is prohibited.
10. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
11. Users may not cause malicious or intentional damage to school technology or the network.
12. Users may not tamper with default or teacher-created settings on any school owned computers.
13. Users may not plagiarize or violate copyright law in any way from any source.

**Cautionary Notes:**

- ❖ Users should protect themselves on the school network and the Internet. Users should never reveal their personal information or that of others. They should never share any information they might not want strangers to know, or share personal information with friends who might carelessly share it with a stranger.
- ❖ The School District and its employees cannot be held responsible for improper student use of the technology. The school district’s employees cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- ❖ Students who do not return a signed compliance statement will not be able to use any technology at school.

### **Disclaimer**

1. Bishop Flaget School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Bishop Flaget School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Bishop Flaget School makes no warranties (expressed or implied) with respect to:
  - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Bishop Flaget School reserves the right to change its policies and rules at any time.

It is the user's responsibility to abide by the rules set forth in this policy. Violations will result in an immediate loss of access and will be referred to an administrator for disciplinary action.

Acceptable Use Policy & Honesty Policy Adapted from:

\*Keene Middle School, New Hampshire.

<http://kms-sau29-nh.schoolloop.com/file/1323614849604/1335085677473/7426563207426198365.pdf>

\*Institute for Educational Sciences: National Center for Educational Statistic. [http://nces.ed.gov/pubs2005/tech\\_suite/app\\_a.asp](http://nces.ed.gov/pubs2005/tech_suite/app_a.asp)



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

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

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

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

## **Policy for Virtual Classroom Activity**

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content.

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being live streamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any live streamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child’s classroom teacher or principal. My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

# ACKNOWLEDGEMENT OF STUDENT/FAMILY HANDBOOK

After reading and going over the contents of the BFS student and family handbook with your child(ren) including the acceptable use policy for technology, complete the two forms below and return this page no later than September 1st.

## Parent/Guardian

I have read and agree to abide by the policies contained in the Bishop Flaget School Family/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the school in its sole discretion, without notice.

The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student

I have read or my parents have discussed with me the guidelines set forth in the handbook. (Please have each student in the family sign below.)

\_\_\_\_\_  
\_\_\_\_\_

## User Agreement (to be signed by all adult users and student users above grade 4)

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by Bishop Flaget School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

\_\_\_\_\_

User Name	User Signature	Date
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\_\_\_\_\_

User Name	User Signature	Date
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\_\_\_\_\_

User Name	User Signature	Date
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## Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] \_\_\_\_\_, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Bishop Flaget School has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Bishop Flaget School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, that are available through Bishop Flaget School.

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Parent Name	Parent Signature	Date
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