

## **PARENTAL RIGHTS/ RESPONSIBILITIES**

**Parents have a right to:**

- a school atmosphere free from disruption and conducive to the education process
- be informed about educational programs
- competent teachers and school staff
- be informed to a child's progress
- examine their child's school records
- be informed of the rules and regulations
- have school administrators fairly and consistently enforce reasonable rules and regulations
- discuss the grading system with individual teachers
- confidentiality of school records
- have their children treated with respect.

**Parents have a responsibility to:**

- see that your child attends school regularly and on time
- make certain that your child is clean and dressed according to the uniform code
- guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions
- teach your child by word and example, respect for the law, for school rules and regulations and for the rights and property of others.

## **SCHOOL BOARD**

Reverend Thomas Nevels  
Reverend Thomas Shearer  
Mr. Paul Beyerle, Principal  
John Grubmuller, President (SH)  
Jenny Koesters, Secretary (SH)  
Tim Henry, Treasurer (GH)  
Marty Andries (GH)  
Pat Foley (GH)

Luis Garcia (SH)  
Geoff Hoefflin (SH)  
Mark Kassman (SH)  
Josie Olsvig (SH)  
Julie Sparks (GH)  
Scott Wasoski (SH)  
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Board meetings are held at 7:00 P.M. on the third Tuesday of each month. All regular board meetings are open to the public. See parish bulletins for location.

For a topic be placed on the agenda, it must be submitted in writing to the principal and/or any member of the Board no later nine (9) days prior to the scheduled board meeting.

## SCHOOL STAFF AND ASSIGNMENT

Principal .....	Mr. Paul Beyerle
Assistant Principal .....	Mrs. Kathy Borchers
Technology Coordinator .....	Mrs. Elaine J. Schmidt
Pre K Program .....	Mrs. Becky Kondritz
Kindergarten .....	Mrs. Ann Bale
	Mrs. Jill Coudron
	Mrs. Stephanie Wolff
Grade 1 .....	Mrs. Erin Bockrath
	Mrs. Cheryl Fahrig
Grade 2 .....	Mrs. Nancy Jeanmougin
	Mrs. Lisa Miller
	Miss Chris Peppard
Grade 3 .....	Miss. Jill Klimaski
	Mrs. Janet Muckerheide
Grade 4 .....	Mrs. Rebecca Cornett
	Mrs. Laura Schommer
Grade 5 .....	Mrs. Carol Agnew
	Miss Melissa Cox
	Mrs. Robyn Groshek
Grade 6 .....	Mrs. Chris McGeady
	Mrs. Sandy Martin
	Mr. Brian Rao
Grade 7 .....	Mrs. Joyce Kerschner
	Mrs. Roseann Place
	Mr. Daniel Verdon
Grade 8 .....	Mrs. Chris Kopec
	Mrs. Armonde McElligott
	Mrs. Karen McGill
Reading Specialist .....	Mrs. Debby Reinstatler
Speech and Language .....	Mrs. Jill Knight
Intervention Specialist .....	Mrs. Sylvia Marshall
Art .....	Miss Rebecca Curran
Music .....	Mrs. Amy Brady
Physical Education .....	Mr. Mark Steberl
Spanish and Religion .....	Mrs. Chris Kopec
Band .....	Mr. Todd Tucker
School Nurse .....	Mrs. Mary Proctor
Secretary .....	East – Mrs. Laura Eiken
	West – Miss Julie Wehner
Cafeteria Manager .....	Mrs. Judy Parmley
West Head Cook .....	Mrs. Carol Bond

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## I. ADMISSION / REGISTRATION REQUIRMENTS

Admission to Bishop Leibold School is open to all **children** regardless of race, sex, national origin, age, and disability (if with reasonable accommodation the child's needs can be met). In the event that there are more applicants than the school can reasonably accommodate, preference will be given to the parishioners of St. Henry and Our Lady of Good Hope.

### Registration Requirements:

- Completed information sheet, application, and registration forms
- Copy of Birth Certificate and Social Security card/number.
- Baptismal Certificate for Catholic Students.
- Custody papers, if applicable.
- Immunization records.
- Previous report card.
- Registration fee of \$100.00 per family (non-refundable)
- Screening exam to be completed before final admission is granted.

## II. ADMINISTRATIVE DETENTION

Detentions assigned due a violation of the Code of Conduct – Group A, Group B, Group C are to be served on the following Wednesday after the offense. Students who are absent or excused the day of an Administrative Detention are required to attend the following Wednesday. Students who fail to attend the detention will be assigned an additional detention. The detention time is 3:05pm to 4:00pm. Students serving detention are not permitted to complete homework during this time.

## III. ARRIVAL AT SCHOOL

The school hours at Bishop Leibold campuses are: **Grades 1 to 8 – 8:15 A.M. to 3:00 P.M.**  
**Kindergarten – Morning – 8:15 A.M. to 11:00 A. M.**  
**Afternoon – 12:20 P.M. to 3:00 P.M.**

Students are asked to arrive at the East Campus no earlier than 7:45 A.M. and at the West Campus no earlier than 8:00 A.M., unless the bus schedule dictates otherwise.

East Campus Procedures: Students are to report to their first period (homeroom) at 8:10 A.M. (First Bell). Classes begin at 8:15 A.M. with prayer, the pledge, and morning announcements (Second Bell). Students not in their room by the second bell are tardy. (4 unexcused tardies in a quarter result in a Wed. detention)

West Campus Procedures: Students will be permitted to go to their classrooms at 8:00 A.M. Classes begin at 8:15 A.M. with prayer, the pledge, and morning announcements. Students not present in their room by 8:15 A.M. are tardy. Students whose bus arrives before 8:00 A.M. will be supervised in the cafeteria.

## IV. ATTENDANCE

Parents are asked to call the school before 8:45 A.M. to report a child's absence. A telephone message will not be necessary if another child in the family reports the absence to the office. **If you would like to have your child's homework picked up at 3:00 P.M. or sent home with another student, please indicate this when you call in your child's absence.** A note should be sent in with your child when they return explaining the reason they were out of school.

Chronic Truant - A child absent "without legitimate excuse" 5 or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in one school year is a chronic truant.

Habitual Truant – A child absent “without legitimate excuse” 5 or more consecutive school days, 7 or more school days in one school month, or 12 or more school days in one school year is a habitual truant.

\* Chronic or Habitual truants (defined by State of Ohio attendance rules) may have their case submitted to juvenile court.

Excused/Authorized Absences include:

1. personal illness
2. illness in the immediate family
3. quarantine of the family
4. death of a family member
5. emergency or circumstance which in the judgment of the principal constitute a good cause for absence.

Unexcused / Unauthorized Absences include:

1. shopping
2. oversleeping
3. missing bus or ride
4. non-school athletic events
5. vacations including hunting/fishing trips

Parental permission does not make an absence excused or authorized if it does not meet the criteria set forth above. Students are responsible for any missed assignments during their absences. Time allowed for make-up work to be completed is equal to the number of unexcused days missed.

Vacations – Parents assume the responsibility if a child is taken out of school for a family trip. The principal is to be notified prior to the vacation period. **All work that has been missed is to be made up within one week after the student’s return. Teachers are not required to get the work ready for the student before they leave.**

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

## V. BOOK CARE

A book bag should be used whenever books are taken home. Also, all textbooks should be covered. Textbooks are expensive and disregard to their proper care can result in book fines and complete replacement of the assigned text.

## VI. BUS TRANSPORTATION

Bus transportation is provided for those eligible by the Miamisburg, West Carrollton, Centerville, and Springboro School Districts. All bus schedules, regulations, and routes are determined by these school districts. Those families who live outside the above districts and provide their own transportation will be reimbursed by the State at the end of the year for each day their child attended class. (You must apply for this through your district.)

- Lists of all students eligible for bus service are kept on file at each districts’ Board of Education.

Withdrawals, new enrollments, or change of address, necessitating change of bus assignments, should be given to the school office in order that this information may be forwarded to the proper district.

- Children are requested to talk quietly and to behave in a Christian manner while on the bus.

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

- Any child who causes a disturbance on the bus will be given a warning, and parents will be notified of their child's conduct. Continued misbehavior will result in denying the child the privilege of riding the bus. Questions regarding bus schedules should be directed to transportation supervisors at the following offices: Miamisburg (866-1283), Springboro (748-3960), West Carrollton (859-5121 X 8960), and Centerville (885-7776).

## VII. CAFETERIA

Well balanced hot meals are prepared for our students each day at both campuses. Students are not permitted to bring canned or bottled pop or any carbonated drink as part of the sack lunch.

The lunch charge policy at both campuses is as follows:

**East Campus** – Only **ONE** charge at a time. If a student has not paid the charge and needs a lunch, he/she will be permitted to call home for money.

**West Campus** – One or two charges are permitted BUT if charges are not paid within a few days, a phone call will be made to the parents.

Our new POS (Point of Sale) system is up and running. You may put ANY amount on your child's account at any time. Please keep East and West payments **SEPARATE**. If you have more than one child in the same building, you may write one check (or send cash) for both BUT please tell us how much should go on each account. If you don't tell us, we will split the amount evenly. Each student has his/her own account.

Student Lunch Prices for the 2009-2010 school year:

Lunch - \$ 2.75

Milk - \$ .50

Kindergarten ONLY – Juice \$ .35

## VIII. CANCELLATIONS/ DELAYS

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

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

- **Closings:** Regarding school closing, Bishop Leibold will be closed only when Bishop Leibold School is specifically named on the television or radio. In the case of school closings, listen for Bishop Leibold School. Please listen to WHIO radio 1290 AM, radio station WSCJ, or television stations WHIO (Ch.7) or WDTN-TV2 (Ch.9). Please do not call the rectory in this regard.

- **Early Dismissal:** In this situation, the students are at school, the weather deteriorates, and the bus system decides to get the students home early. In the case of early dismissals, follow the bus system that your student rides. Example: A BLS student rides his usual West Carrollton bus to school. During the morning it begins to snow. West Carrollton bus district decided to transport students home at 1:00 P.M. The BLS student would ride his West Carrollton bus home at 1:00 P.M. He would not be counted absent, as the bus was the reason for his leaving.

**Pre-kindergarten classes** will be cancelled if both Springboro and Miamisburg City Schools are on a two hour delay. Pre-K days missed due to delays will try to be rescheduled as make-up days.

**NOTE:** In August, parents fill out an Emergency Dismissal Form for each student. This form gives the procedure determined by the parent for each student to follow in the case that school gets out early. It is not possible to notify all parents by phone. If the weather is unusually bad, please listen to WHIO radio, or

the TV for your bus district to be named. If unsure, you may call the school or check the school website at [www.bishopleiboldschool.com](http://www.bishopleiboldschool.com)

## **IX. COMPUTER INTERNET POLICY - see Addendum.**

## **X. CONFLICT RESOLUTION**

The greatest number of parent concerns that I have encountered at Bishop Leibold School revolve around the issues of homework, bullying behaviors and services for students with learning disabilities and those that are talented & gifted. Many times parents are unsure of the best method to tackle these concerns. In resolving concerns the following protocols should be followed as a means to resolve the problem or difficult situation. Though some problems have simple solutions, others can be complex. My experience is that direct and honest communication that can provide a win-win situation for both sides is most important. Of course there are times when unpopular decisions need to be made. In viewing conflict resolution at BLS, it is very necessary that the **Principles that Define Us** become the guiding light. Key phrases from the **Principles** such as “BLS partners with parents”, “Jesus inspires and guides every dimension of our school”, “working as a team for the common good of our school community”, and “ a school environment that is easily recognizable as Catholic” are key components in resolving concerns

1<sup>st</sup> step: This should be with the individual that is most knowledgeable and most directly involved with the area of concern. This is typically the classroom teacher. Communication can be through e-mail, phone conversation or conference. I believe phone conversations and conferencing are the two best avenues to resolve a concern.

2<sup>nd</sup> step: If there is dissatisfaction at this level the principal should next be contacted. A phone conversation or conference will be initiated.

3<sup>rd</sup> step: The final step at conflict resolution is contacting the pastor (s) of one of the parishes. The decision of the pastor is final.

## **XI. DESIGNATED CARRIER PROGRAM**

In order to conserve paper, but to keep families informed, the school often sends communications through our Designated Carrier Program. One student per family is designated as a carrier. It is the student’s responsibility to bring home written materials produced by the school or other supporting organizations. Please make sure you check often with your designated carrier student for materials sent home.

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

- CommUnity/SCRIP announcements
- Bishop Leibold Athletics / CYO
- City, Township, Metro Parks or YMCA programs for students
- Bulletins or announcements from Our Lady of Good Hope / St. Henry (ex: Knights of Columbus, Summer Bible School camp, Confirmation, First Communion.)
- BLS – school related announcements or fund raising materials (ex: Magazine Sale)
- BLS sponsored organizations, such as Cub/Boy Scouts, Brownies/Girl Scouts, QUEST, Leibold Leaders, Math Clubs, etc
- CEC – Catholic Education Collaborative Materials
- Materials from local high schools.

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

## **XII. DISMISSAL**

A child is not dismissed from school until his/her bus is called. Children who walk may leave when “walkers” are announced over the loud speaker.

**West Campus / East Campus Car Riders** – Car rider students at the West/East Campuses will not be released to parents until 3:00pm dismissal. Parents are asked to wait in the lobby. **Please follow the entrance/exit procedures as indicated in the beginning of the year packet.**

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

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

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

## **XIII. DRESS CODE**

**Dress Code** for grades 1-8; Kindergarten does not wear uniforms.

Students of BLS are required to wear the appropriate uniform and follow the dress code. The purpose of the dress code is to promote our Catholic identity and to foster a uniform, respectful environment at school that discourages distractions from current fashion trends. **The school administration reserves the right to make the final decision on the appropriateness of clothing and dress.** The dress code is to be adhered to at all times by all students, unless an out of uniform day is declared or a field trip is designated as an out of uniform day.

### Discipline for Dress Code Violations

Failure to follow the Dress Code and Guidelines for dress and appearance can result in the following:

1. Verbal warning to correct the problem (the problem may be corrected immediately or the student has one day to resolve the problem.) Repeated failure to abide by the warning will result in a Wednesday Administrative Detention for student disobedience.
2. Phone call home to bring a change of clothing, if improperly dressed.
3. Directed to the school administration to correct the problem.

### Guidelines for Students

1. May not wear any jewelry, clothing or accessories that promote alcohol, tobacco, illicit drugs, violence, illicit organization, or anything inappropriate to a Catholic school environment, or has language, pictures, or symbols that are sexually explicit or which pertain to or can be interpreted as pertaining to any of the above.
2. Students are to be well groomed at all times. The wearing of makeup, including nail polish, artificial fingernails, fingernail decals, hair extensions, and unnatural hair colors is not permitted.
3. Jewelry is limited to a chain and/or religious medal or cross. For those with pierced ears, only one earring is permitted in each lobe. Earrings are to be a button style; hoop or dangling earrings are not allowed. Boys are not permitted to wear earrings. Tattoos, permanent or temporary, are not permitted. Writing on oneself is not acceptable.

4. "Sagging" of uniform pants, uniform pants that are of a "low rider style" or clothing worn in a provocative manner is subject to being in violation of our uniform policy. Uniform pants should be worn at the hip bone level.
5. Belts are to be worn by boys and should be brown, black or blue.
6. Shirts are expected to be tucked in at all times, not rolled or folded.
7. Uniform pants are not to be made from blue denim. **NO Cargo pants or shorts may be worn.** Also no shorts or pants with excessive pockets or rivets and loose cuffs. No suspenders.
8. Shoes may be dress or gym shoes. Open back shoes, "jelly" type shoes, "flip-flops", clogs or sandals shall not be worn.
9. Socks must be worn under slacks and trousers.
10. Students are permitted to wear navy blue walking shorts, **excluding cargo shorts** during the first and fourth quarters. Shorts may not be any shorter than two inches above the knee. Girls (in all grades) may wear Capri style pants rather than shorts during the first and fourth quarters. Skorts are not permissible.
11. Hooded sweatshirts are **not** to be worn during the school day and are not part of the school uniform. Hats and bandanas are to be removed when entering school.

### Girls Uniform

1. Uniform skirts – grades 4 to 8; uniform jumper – grades 1 to 3. Skirts should be of reasonable length, which is below the fingertips when arms are at your side.
2. Slacks – solid navy blue (8<sup>th</sup> grade students may wear khaki pants) twill – no knit or stretchy fabrics, no cargo pants.
3. Blouse – white with round or pointed collars, short or long sleeves or golf style shirt, short or long sleeves. Shirts are to be all white with no colored buttons. T-shirts or turtlenecks worn under the blouse are to be white. Shirts sold by the spirit shop that qualify for the school uniform must be white and have the school logo.
4. Socks allowed include knee socks, tights and anklets or golf socks. Allowable colors are solid white, solid navy blue, solid gray, red or black. (NO LOGOS). Socks must be worn at all times.
5. Sweaters allowed include cardigan, pullover, or vest (waist length), crew or v-neck. Allowable colors are navy blue, red or solid gray. No long sweaters, no hooded sweaters with zippers, and no fleece sweaters.
6. Uniform sweatshirts with the Leibold "L" may be worn in place of the sweater. Spirit wear sweatshirts are NOT part of the school uniform.

### Boys Uniform

The boys' uniform policy follows the same requirements as the girls' policy with the exception of #1 and #3. Boys are to wear either a dress shirt or golf style shirt that is a solid white, either short or long sleeved. Other requirements of point #3 are the same.

### Gym Dress Code

Students of BLS will wear a standard physical education uniform. This uniform will consist of sweat pants, sweat shirt, t-shirt, gym shorts, and tennis shoes. The gym uniform will be worn in place of the school uniform on days the student has physical education to eliminate the need to change clothes. Not being properly dressed for PE will affect gym grades.

Shirt: Students are to wear the designated gray gym shirt that has the Bishop Leibold or BLS logo or BLS Eagles imprinted on the shirt.

Shorts: All "Bishop Leibold" printed or BLS logo shorts or plain navy blue sweat short. Navy mesh shorts or nylon basketball shorts above the knee will be permitted as part of the uniform. Shorts should not have any insignias or stripes present on them.

Sweatshirt: Must be either the crew “L” sweatshirt or gym sweatshirt.

Sweat pants: All “Bishop Leibold” printed or BLS logo sweat pants, or plain (no stripes) navy blue sweat pants.

#### Dress Code for “Out of Uniform” Days / BLS Spirit Days

1. No jean skirts, no jean overalls, no jean jumpers.
2. School rules for jewelry, makeup and nail polish still apply.
3. Spirit wear includes team uniform tops or t-shirts, class t-shirts/sweatshirts or any t-shirt/sweatshirt that includes the name of Bishop Leibold School. Tank tops are not allowed.
4. Recommended Spirit Wear includes the royal blue with gold eagle and cross t-shirt and the royal blue embroidered BLS logo sweatshirt. **No flannel/pajama like pants with the BLS logo should be worn.**
5. The CommUnity grey crew or hooded sweatshirt (this is the only allowable hooded sweatshirt)

### **XIV. ELECTRONIC DEVICES**

Students are not permitted to have CD players, personal radios/cassette players, cell phones, I-pods, pagers, headphones or other devices on their person when at school or on the bus. It is understood by the school administration that students may need to communicate with their parents after school. As a result cell phones may be brought to school, but **MUST** remain in backpacks and turned off at all times, even on the bus. Items deemed inappropriate for the school setting will be given to the school administration and returned to the student’s parent at a time deemed appropriate by the administration. Repeated abuse of this is considered being disobedient and will be dealt with as stated in the Code of Conduct.

### **XV. FEDERAL LUNCH SUBSIDY PROGRAM**

Applications for this program are sent home at the beginning of each school year. Families whose incomes are below the prescribed federal level may qualify for free and reduced lunch prices.

### **XVI. FIELD TRIPS**

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

### **XVII. HEALTH SERVICES / MEDICATIONS**

#### **Office Hours**

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

#### **Health Records**

In compliance with the Ohio Department of Health, accurate medical records are kept on every student. A complete record of immunizations or exemptions is kept on file in the health office. **State law requires that each student must have documented evidence on file by the fifteenth (15<sup>th</sup>) day of entry to school that he/she has received or is in the process of receiving required immunizations. Noncompliance is reason for exclusion from school.** A physical exam is required and a dental exam is recommended at the time of enrollment at Bishop Leibold School. The school nurse will conduct vision and hearing screenings, as required by the Ohio Revised Code, and document these results and follow-up

in the student health records. Other health screenings such as dental and postural screenings may be conducted by the school nurse but are not required by the state of Ohio. All students with a chronic health condition will have an Individualized Health Plan on file. Emergency Action Plans are on file for all students with emergency health needs. The school nurse is responsible for maintenance of the student health records.

### **Emergency Medical Authorization**

An Emergency Medical Authorization Form must be completed on each student by the parent/guardian and returned to school during the first week of a new school year. The information on this form is used to contact the parent/guardian in the case of an illness or emergency while the child is at school. Should the information on this form change during the school year, please call the school office so that accurate information may be added to your child's form.

### **Medication**

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

1. The principal shall appoint a responsible person or persons to supervise the storing and assisting with administration of medication in the absence of the school nurse.
2. Medication, whether prescription or over-the-counter, will be administered **only** if accompanied by the "Request for Administration of Medication During the School Day" form, properly completed by the physician and parent/guardian/custodial parent.
3. Medications must be in the original container and have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration.
4. New request forms must be submitted each school year, and as necessary, for changes in medication order.
5. Medications and the signed permission forms must be turned into the school nurse or school personnel in the school office by the parent/guardian.
6. Students may not keep or transport any medication (prescription or over-the-counter) in their possession. State law does allow a student to carry emergency medication, such as an inhaler; on themselves **only if a physician has ordered such and this order is on file in the health office. (Forms can be found on the BLS website)**
7. Students are permitted to keep cough drops in the clinic if accompanied by a note from the parent.

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

### **First Aid and Accidents**

School personnel will take every precaution to avoid accident or injury to the students. The principal will be notified immediately when any serious accident occurs. Parent/guardians will be notified of any serious injury especially blows to the head. Students with minor blows/bumps to the head will bring a written protocol sheet with information regarding head injury's home to the parent/guardians.

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

### **Illness and Medical Conditions**

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

Students with fevers over 99.9 F or vomiting will be sent home. Parents/guardians will be notified of their child's condition as listed on the Emergency Medical Form.

### **Communicable Disease**

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

## **XVIII. HOMEWORK POLICY**

At Bishop Leibold School, homework is defined as an educational task approved by the teacher for student completion outside the regular classroom day. These tasks are to be completed without the direct supervision of the teacher. Our rationale for homework is that student achievement increases (researched based) when students are regularly assigned homework and the students made a conscious effort to complete it. Beyond improved achievement, homework assignments enable a student to develop self-discipline, task commitment, time management, responsibility, independence and problem solving skills. Homework can increase the connection between home and school and contribute to the parents' understanding of the school's high expectations of its students. Four types of homework are part of the Bishop Leibold educational program.

1. Practice – e.g. Drill work for math facts or concepts, spelling words, memorization of states and geographical locations, correcting of mistakes from graded papers
2. Preparation – e.g. Completion of unfinished assignments begun in class, preparing for tests and quizzes, reading or studying of textbook materials.
3. Extensions – e.g. Research and long term assignments, observations of significant TV program/specials, problem-solving activities, reading a novel.
4. Creativity – e.g. Assignments to apply previously learned knowledge to projects, creative arts, crafts and writing.

It is impossible to provide a predetermined amount of time on how many minutes or hours of homework a student should have on any given night. It should be noted that it will take some students longer than others to complete homework and that some evenings there will be more work than others. If you feel your child is receiving an inordinate amount of homework, it is important to communicate this to the teacher. Many times students do not make proper use of the class time provided by the teacher. Unsettled issues may be discussed with the principal after speaking with the teacher.

**NOTE:** Project type assignments may require a greater time commitment.

### **East Campus**

Students who fail to have homework completed on the assigned date have one additional day to complete the assignment with a one letter grade reduction. Failure to complete the assignment after this point will result in a zero in the grade book, unless they attend a voluntary STUDY TABLE held on the upcoming Wednesday (3:00 P.M. to 4:00 P.M.). Attendance at the Study Table will still result in a one letter grade reduction. This will provide students one last time to complete the missing assignment. Parents will be communicated to with a phone call, email or a written missing assignment slip to inform them of the STUDY TABLE opportunity. **NOTE:** See Attendance section for information regarding homework when a student is out sick.

### **West Campus**

Homework for the primary grades is limited in time expectations. Students who fail to complete their homework may lose recess time (no more than 10 minutes) at lunch in order to complete their homework. Parents will be contacted if failure to complete homework becomes a continual problem.

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

## **XIX. HONOR ROLL**

There shall be an academic honor roll for grades 4-8, which consists of Principal's List (all A's) and Second Honors (all A's and B's). Art, Music, and Physical Education will be averaged to comprise one grade. No grade of C will be on the honor roll.

## **XX. MEDICATIONS/EMERGENCY MEDICAL CARDS**

No medications, even over the counter drugs, will be dispensed by school personnel during school hours unless or until a request form is filled out and completed by both parent and physician. This form will be kept on file. The school nurse, secretary or administrator will be the designated person to dispense the medications. Parents (not the student) are to bring all medications to the school office where they will be kept under lock and key. Inhalers for students who have asthma may be carried by the student if authorized by his/her physician. See addendum – Emergency Medical Form, Administration of Medication and Section XVII.

## **XXI. MOVIE POLICY**

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

- How does the movie enhance the classroom instruction?
- Does the movie assist in meeting the instructional goals of a lesson or unit?
- Have the movie ratings from the US Congress of Catholic Bishops been viewed? ([www.usccb.org/movies/](http://www.usccb.org/movies/)) A rating above A-I should not be used at the West Campus, likewise a movie rated about A-II should not be considered at the East Campus.
- Advice from school administration has been sought.
- Share with parents prior to the showing of a movie, a letter dealing with the content of the movie, its instructional purpose and content that may be questionable, but should be overridden due to the overall value of the movie (there is more room for discussion at the East Campus when dealing with potential objectionable material.)

## **XXII. PARENT CONFERENCES**

Parents are urged to confer with their child's teachers on a regular basis, especially if they receive notice of academic deficiencies or conduct problems. Open and frequent communications is a necessary component in the school-family relationship. Conferences will be held in November. Please feel free to contact the administration or staff through out the year if you feel a conference is needed. Parents are asked to phone or write a note to the teacher for an appointment time. Drop-in visits are less productive and may not allow for enough time for preparation to discuss an issue.

## **XXIII. PARTIES**

Two parties are held in school by the homeroom mothers – Christmas and Shrove Tuesday. All other parties must have the permission of the principal. Invitations are not to be distributed at school for parties

held at home, unless all the students are invited. Birthday treats are optional. Treats for the class should be simple, inexpensive, and non messy. Please bring them to the office and we will take them to the classroom. **Due to allergies, peanut products should be avoided.**

## **XXIV. PHONE CALLS**

No phone calls may be made without the principal or secretary's permission. Children may not call home for forgotten assignments, books, or other materials. This is one way to teach children responsibility.

## **XXV. PLEDGE – ANTI –BULLYING - See Addendum.**

## **XXVI. PROGRESSBOOK**

Progressbook will continue to be the online grade book for the 2009-2010 school year. Ongoing parent/student/teacher communication is essential to a successful educational process. Progressbook provides parents and students with 24/7 access to classroom information and grades. Progressbook will be used for the posting of interim grades and report cards. Hard copies of these reports will only be sent home if the parent requests. Please send these requests to your child's homeroom teacher or to Mrs. Schmidt, our Technology Coordinator. (see Report Cards for additional information.)

## **XXVII. RELIGIOUS EDUCATION**

Religious education is the primary reason for the existence of Bishop Leibold School. Through the transmission of Catholic doctrine and the experience of Christian Living within the school environment, teachers strive to assist parents in the task of the moral and faith development of their children. Learning to pray, deepening one's faith, and showing love and respect to all persons are essential aspects of the total religious education program.

## **XXVIII. REPORT CARDS**

Report cards are issued quarterly to grades 2 through 8. Kindergarten is evaluated in January and June. Grade 1 is not evaluated until the end of the first semester. A report card for Grade 1 will be issued electronically after the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters via Progressbook. Interim reports of outstanding achievement, improvement, or unsatisfactory progress are issued in the middle of the grading period through Progressbook. (If you are unable to access Progressbook, please contact your child's Homeroom teacher to have a paper copy printed for you.) Art, Music, and Physical Education grades will be on a semester basis. **NOTE:** Art and Physical Education grades for 7<sup>th</sup> and 8<sup>th</sup> graders will continue to be by quarter.

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

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

## **XXIX. RETENTION POLICY**

To retain a student is never an easy decision. Many factors must be considered before a student is retained. The age and maturity of the student, the student's innate ability, student effort, student attendance record, a student's strength in basic skills of writing, reading, and math, a student's success in mastering the performance standards established at each grade level, and the student's social development.

In regards to a student's movement to the next grade level, we will use one of the three designations of Pass(Promoted), Place, or Retain.

1. Retain – a student will repeat the grade level just completed due to the fact that he/she has failed two or more major subjects for the entire year. Any student retained or being considered for retention MUST have a parent meeting to discuss the child's placement for next year.
  2. Place – a student placement to the next grade level occurs when a child failed two or more major subjects for the year, but has either completed a summer school program or has completed a tutorial program with one of our recognized tutors over the summer months. Parent conference MUST occur to discuss the child's placement and what must occur to move forward to the next grade.
  3. Pass (Promoted) – a student is passed to the next grade when he/she has minimally received passing grades (D or above) in all subjects and has failed only one major subject. Teachers may strongly recommend a student take summer school or be tutored in the failing subject or area of weakness, but this will not be a determinant on the student's passing if they do not follow this recommendation.
- \* Ability Adapted Curriculum – This mark is used sparingly. There is a difference in differentiating the instruction and recreating the curriculum to adapt to one's ability. For example, shortening a student's vocabulary list or spelling list is NOT an ability adapted curriculum change, it is an accommodation or strategy in differentiating instruction. Having a fifth grader reading out of a second grade literature book is adapting the curriculum. Very few of our students fall in this realm. If you have a question or concern in this area, please contact the principal

**NOTE:** Students who are not being promoted to the next grade level may be asked to attend Summer School. A successful Summer School experience will provide the student the chance to be promoted to the next grade.

### **XXX. REVIEW OF RECORDS**

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

In such matters where a divorce or separation has occurred in a family, it is presumed that either parent (custodial and non-custodial) of the student has the authority to inspect and review educational records of the student, unless the school office has been provided with evidence that there is a legally binding instrument to the contrary. If a divorce or separation occurs in a family, the school office should receive a certified copy of the court order stating which parent has custody of the child.

The parent with custody has the right to receive all status reports and report cards for the child. If the non-custodial parent also requests reports, they must be sent unless a legal degree does not allow this to occur.

### **XXXI. SEARCH AND SEIZURE**

Students have the right to privacy of their person and property and may not be searched without just cause or suspicion. Items or materials considered disruptive to the educational process (electronic devices, water guns, playing cards, gum) or items possessed in violation of the student code of conduct (inflammatory and/or obscene material, drugs, medications, stolen property, weapons) can be confiscated by teachers or staff.

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

**XXXII.****SCHOLARSHIPS**

The following awards/scholarships are available for the students providing that funding for each is continued. If an award/scholarship will not be funded for a particular year, the staff will notify the parents and students as soon as possible.

Award	Criteria	Sponsor
Bradley Wick	For an 8 <sup>th</sup> grader going to a Catholic High School. \$1000 for 4 years; Academic essay written and GPA is reviewed; submitted in April; recipients chosen by the foundation.	Family from Alter
Knights of Columbus	For 8 <sup>th</sup> grader; \$750; based on display of Christian Values including community service; selected by Junior High faculty; no application is required.	Knights of Columbus
Pope John Paul II Character Award	For 8 <sup>th</sup> graders; 1 boy/1 girl of high character who will be attending a Catholic High School; \$1,000.00 award; applicants are evaluated on the following criteria during an interview with an independent committee; personal interview response, participation in other activities, essay, academics, participation in at least one BLAA sport either in grade 7 or 8, a teacher's recommendation, coach's recommendation and financial need. This award is facilitated by the Bishop Leibold Athletic Association, or BLAA,, and has been awarded for over 10 years to support and encourage students to continue their Catholic education in high school.	CommUnity
Taylor (Alter H.S) Scholarships	For 8 <sup>th</sup> graders. Academic merit scholarships based on student performance on the High School Placement test in Nov. The students with the top ten scores( in all feeder schools) are awarded \$3200 for their freshman year at Alter. The award is renewable all four years as long as the student maintains a 3.5 grade point average. Students may take the test at any site, but must be sure to indicate that their scores are to be sent to Alter, to be considered.	Taylor Foundation
Pat Hein Memorial	For 8 <sup>th</sup> grade student, one boy and one girl; each receive \$500.00 to attend a Catholic High School; Criteria includes demonstrating helpfulness, a positive attitude, Christian attitude, willingness to work with others, cooperation and courtesy, and respectfulness/positive attitude to adults and peers; Selected using a rubric completed by teachers and staff using the results: No application is necessary and all are eligible. Two scholarships are also given to 7 <sup>th</sup> grade BLS students for their 8 <sup>th</sup> grade year at BLS based on same criteria for 8 <sup>th</sup> grade selection. Fundraising as well as donations will fund the scholarship.	Fundraising

School/community members are asked to donate to this fund by contacting the principal. Consider donating to this fund in the name of someone you might otherwise give a gift to, ex. Instead of giving a gift to a staff member.

Charles J. Lanasa  
Memorial Scholarship  
Award

For one 8<sup>th</sup> grade student; receives \$500 to attend a Catholic High School. All 8<sup>th</sup> grade students are eligible. Based on criteria of a Christian attitude, respectfulness of peers/adults, courtesy and cooperation and the values that Mr. Lanasa stressed during his time at BLS. 3 nominations are given to the Lanasa Family and the final decision is theirs.

Charles J. Lanasa  
Educ. Foundation

Fenwick High School

If you take their entrance test, you are eligible for financial aid scholarships; call Fenwick High School for criteria.

Fenwick High  
School

### **XXXIII. SCHOOL SAFETY REGULATIONS**

Fire and Tornado Drills – Fire drills are conducted on a monthly basis to practice for a prompt and orderly evacuation of the building. Students are instructed to walk quickly and in absolute silence. Tornado drills are conducted in the spring. Students will proceed to a designated shelter area in silence.

Bicycle Safety – Students who ride bikes to school must walk their bikes on school grounds. It is suggested that helmets be worn and that students lock their bikes to the bike rack during school hours.

School Bus Safety – Students must remain seated to keep aisles and exits clear. Food and drinks are not permitted on the bus. Students may not put head or arms out the bus windows or throw objects on, from or at the bus.

### **XXXIV. SIMPLE SOLUTIONS**

Simple Solutions is a series of supplemental math books intended to complement our mathematics textbooks. BLS uses Simple Solutions grades one through eight. The series reviews all previously learned concepts, as well as new concepts taught at each grade level. The rationale behind this series is for students to work on a particular skill or concept once every day to ensure that students remember not only what they learned in past grades, but also every new skill that is introduced each year. Here is how each grade uses Simple Solutions at Bishop Leibold School.

- Grades 1-2: goal is four lessons a week; work is done in class; quiz is given on Friday; it is graded as a worksheet activity.
- Grades 3-6: goal is four lessons a week; assessed as a quiz grade (concepts not previously covered are used as bonus points.)
- Grades 7-8: goal is two to four lessons a week; work to be done at home; assigned as a homework grade; bonus points given for successfully completing new concepts.

### **XXXV. STUDENT RESPONSIBILITIES**

Before school students are to:

- Arrive no later than 8:10 A.M. and be in the classrooms ready for the day by 8:15 A.M.
- Remain in the supervised area until the first bell rings.

In the classroom students are to:

- Be attentive, respectful, and cooperative.
- Complete assigned class work and homework.
- Observe classroom rules.

In the hallway students are to:

- Walk quietly at all times.
- Extend courtesy to students and adults.

During recess students are to:

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

In the cafeteria students are to:

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

## **XXXVI. STANDARDIZED TESTING**

The Terra Nova Test of Basic Skill Cognitive Abilities is given each fall (normally in October) to students in grades 2, 4, 6, and 8. Results are sent home with report cards in January. The ACRE religion test is given to 5<sup>th</sup> and 8<sup>th</sup> graders in January. Writing competency tests are administered to 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> graders in February or March. Discussion with the principal is advised if questions need to be answered regarding any of these tests and their results. When test dates are announced, parents are asked to have students well rested and in attendance.

## **XXXVII. TUITION ASSISTANCE**

A budgeted amount of money has been sent set aside for income based tuition assistance. This program addresses the economic needs of parishioner families based upon family income. If your family Adjusted Gross Income from the IRS tax form is below \$60,000, or you have extenuating financial circumstances you may be eligible for tuition assistance. Tuition Determination form is included in the yearly registration packet. Tuition assistance must be re-applied for each school year.

## **XXXVIII. TUITION POLICIES**

1. BLS has a partnership with Tuition Management Systems (TMS). Families are required to submit a signed payment schedule indicating which plan they choose for paying tuition through TMS. TMS will be handling all billing and questions regarding tuition payments. The initial payment is due no later than July 15<sup>th</sup> (based on the plan you have chosen). No child will be officially enrolled until the initial payment has been submitted.

2. TMS offers the following payment plans:

- TMS Pay in Full Plan: Due either July 1<sup>st</sup> or the 15<sup>th</sup>.
- TMS Semi Annual Plan: Due July and Jan, select due date of either the 1<sup>st</sup> or 15<sup>th</sup>.
- TMS Quarterly Plan: Due July, Nov., Feb., and May; select due date of either the 1<sup>st</sup> or 15<sup>th</sup> of the month.
- TMS 11 Month Pay Plan: Starting in July through May; select due date of either 1<sup>st</sup> or 15<sup>th</sup>.

- Service fees are as follows for not paying in full: 2pay plan = 1.1% and a \$20.00 enrolling fee, 4pay plan = 1.5% and a \$35.00 enrolling fee and 11pay plan = 2.3% and a \$38.00 enrolling fee.
- Pre Kindergarten Families – Your tuition will not bear a service fee.

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

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

While we understand that special circumstances can arise, we feel that the ultimate responsibility for payment of tuition rests with the parents. **If circumstances arise that make payment of tuition difficult, it is important that the pastor(s) and principal be contacted to make arrangements for payment. We hope you understand and respect our position.**

## **XXXIX. VISITORS**

The school welcomes visitors, but state laws do regulate visits to schools for the safety of the children. ALL visitors including parents, guardians, and relatives must enter the front entrance doors and report to the school office when entering the building during the school day. Each visitor is to sign in and obtain a visitor's pass.

Unscheduled parent visits to the classroom, cafeteria, and playground during the school day are not permitted. The Principal has the right to ask a visitor to leave the building if the visitor is interfering with the normal educational process.

## **XL. VOLUNTEERS**

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

## **XLI. WITHDRAWAL**

If a student is being withdrawn from Bishop Leibold School for any reason, the school office is to be notified as soon as possible.

### **Footnote:**

Per Federal regulations it is necessary that our school families be notified that Bishop Leibold School is in full compliance in providing the necessary safety precautions when dealing with asbestos materials found in the building. All Federal regulations have been followed and our school has passed all inspections