

5th St. Campus

Bishop Fenwick School

139 North Fifth Street
1030 East Main Street
Zanesville, Ohio 43701
(740) 454-9731
bfw.education.org

Parent/Student Handbook



Main St. Campus

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Bishop Fenwick School Zanesville, Ohio 43701

"Home of the Bishops"

Pre-School Campus:

139 North Fifth Street
Zanesville, OH 43701

Office: 740-450-7478
Fax: 740-454-8775

Principal: Kelly Sagan, ksagan@cducation.org
Director: Bethany Scheile, bscheile@cducation.org

School Campus: Grades K-8

1030 East Main Street
Zanesville, OH 43701

Office: 740-454-9731
Fax: 740-454-0653

Principal: Kelly Sagan, ksagan@cducation.org
Dean of Students:
Susan Swackhammer, sswackha@cducation.org

Parish Administrators:

Saint Nicholas Parish: Father Martin Ralko, 740-453-0597
Saint Thomas Parish: Father Peter Fegan, 740-453-3301

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Introduction/History

Bishop Fenwick School is a consolidated Catholic School of the Diocese of Columbus. The school consolidated St. Nicholas School and St. Thomas School in 2005. Both parishes are located in Zanesville, Ohio. At the time of consolidation, both parishes did not want to give up their buildings so the school has had a unique design until the 2016 school year.

In 2010, the St. Thomas campus housed our Kindergarten to third grade. Our St. Nicholas Campus housed our Pre-School and fourth grade to eighth grade classrooms. In 2016, due to increased enrollment in our Pre-School, the school restructured again. Now the pre-school is housed at the St. Thomas campus and the Kindergarten to eighth grade is housed at the St. Nicholas Campus.

Students who graduate from our program feed into Bishop Rosecrans High School. Bishop Fenwick School is the only Catholic elementary school in Muskingum County.

Our school is fortunate to have two Pastors who support the school. Both Pastors work in conjunction with the teachers, principal and Board of Trustees to develop a strong Catholic foundation for Bishop Fenwick School. Both parishes support the school with their subsidy, but also through separate tuition assistance. Even though Bishop Fenwick School is comprised of a Dominican background, as well as a Diocesan background, the Pastors support the student equally. The school celebrates Mass weekly. Once a year we celebrate with a feeder school Mass, embracing our Catholic foundation.

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Belief Statement

We recognize that parents are the primary educators of their children, together we collaborate on the development of the whole child; academically, emotionally, socially and spiritually.

We believe:

- As a Catholic community, we provide an environment that is conducive to all learning styles. We promote high standards that enable individuals to reach their greatest potential.
- Recognizing that we are all God's children, we accept the uniqueness of each individual and believe that a positive self-image is enhanced by cooperation and respect between students, parents, staff and parishes.
- The teaching of Catholic values, practices and doctrine, along with service opportunities and worship, is essential to the development of the whole person.
- Children experience learning success, become life-long learners and contributing members of their community.

February 2013

Mission Statement

The mission of Bishop Fenwick is to create a nurturing environment where Catholic teachings are integrated with academic excellence.

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Absences:

Attendance at class is a basic requirement for academic success and is monitored according to state law which requires students to be prompt regular attendance for the entire day, unless excused for a valid reason.

- Only the principal can determine and give permission for an excused absence. Absences for reasons other than illness must be prearranged and have the prior approval of the principal in order to be considered excused. **Parents are urged** to use discretion when requesting such consideration and make an effort to **schedule vacations and other such absences according to the school calendar.**
- Excused absences include illness, death in the family and inclement weather. **Parents must call the school office before 9:30 am on the day a student is absent.** Parents are required to give advance notice to the school if their child will be absent for any reason other than illness.
- A student arriving after 10:00 am will be marked absent for $\frac{1}{2}$ day. A student absent from school for two or more hours will be marked absent for $\frac{1}{2}$ day. No student shall be permitted to leave school before the dismissal time except in cases of sickness or emergency.
- A student who is absent must, upon his/her return to school, present a note bearing the date(s), reason for absence and signature of a parent/guardian.
- A student who is absent more than 7 days in one quarter may receive an incomplete on the report card. **The school may refuse credit to a student who misses 28 days or more,** whether the absences are excused or unexcused. Parents will be notified when a student has missed 20 days of school.
- Continuous absences will be subject to review by the principal. An exception is hospitalization or extended illness or injury. The ability to make up work through tutoring or aid may be approved by the principal.
- **Students who miss classes regularly or take vacation during school time cannot demand the privilege of being given assignments, makeup work, or tests by teachers either before or after the absence.**

Appointments

Parents are encouraged to schedule medical and other appointments outside of school hours. When this is not possible, parents should send to the office a written request for release of the student during school hours. Students going to appointments during the school day must be signed out at the office by the parent or guardian. Students will be dismissed from the office, not the classroom. A note from the doctor/dentist visited is needed for admission to class.

Field Trips

Field trips are taken to enrich the classroom learning experiences. Students will receive a permission form, which must be signed by a parent/guardian and returned to school before the scheduled trip. At times a fee will be requested to defray the cost of bus transportation or facility use. Parents retain the right to withhold permission for their child/children to participate in field trips.

Students not participating in a scheduled field trip, because of either parental concerns or disciplinary reasons, are expected to report to school on the day of the field trip. Work will be provided for the student. **Any student not reporting will be marked absent.**

Schedule

Supervision by school personnel is provided for students from 7:30 am until 3:00 pm and during school sponsored extracurricular activities. The school assumes no liability for students outside of the above times, unless their bus prior to 7:30 am drops them off or unless they are part of the Extended Day Program (EDP). Parents are therefore required to see that their children do not arrive at school before 7:30 am or remain after 3:00 pm except for approved reasons.

The school is responsible for the safety of students during school hours. Students are not allowed to leave school premises during school hours unless a written notice from a parent/guardian is presented to the school office. This policy applies from the time a student arrives at school until he or she is picked up by bus/car or leaves for home by other designated means (in this case, permission must be on file in the school office). If a student is to remain at

school for an after school sponsored activity, this policy applies until that activity is over and the student is authorized to leave.

School Closings

School delays, cancellations and early dismissals which are due to inclement weather or other problems (i.e. heating, plumbing..) are announced on **WHIZ (AM 1240, FM 92.7) radio and TV (channel 2) and broadcast on television channel 10**. These stations also post the information to their websites. Families can sign up through the stations for immediate text notification on their cell phones as well.

The Catholic Schools of Zanesville will also notify each family using our **ALL CALL** broadcast phone call system for any type of school closing. Each family is encouraged to register their phone numbers with the school office.

Families who cannot get their child(ren) to school for delayed opening **related to weather**, should notify the school and the child(ren) will not be marked absent. **Parents should listen to the radio, check their phones or check the TV stations and/or their websites if the weather becomes severe during the day**. A decision to close school early will be announced, and we will do our best to follow the request the parents indicated on the emergency dismissal form. Parents should report changes to this information, which occur during the year. On days when the weather worsens but we do not close early, we will dismiss students to parents who come for them.

Tardiness/Truancy

A student is tardy if he or she is not present by 8:05 am or is not present to enter the classroom with the class after recess. Students entering the building after these times should report to the office for a tardy slip. A note from the parent or guardian must be brought to school excusing tardiness for unavoidable delays (e.g. car trouble, accident..) In the event of a medical appointment, verification from the physician must also be presented. A student who continues to be tardy for school and/or class must make up the missed work during detention.

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Students who are truant from school will be required to make up the total school time missed. **Cumulative unexcused absences may be reported to the central office of the public school district.**



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Crisis Plan

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In accordance with the Diocese of Columbus policy #5140.13, Bishop Fenwick School has developed a plan to address school safety in conjunction with local community services. This crisis management plan is in place to go into effect in the event of an on-site crisis such as an intruder or hostage situation, bomb threat or other event that includes trauma to the school community. When appropriate, the administration will contact the diocesan intervention team for assistance.

Emergency Drills

In accordance with the state regulations, the following emergency drills are conducted during the course of the school year.

- **Evacuation** (in the event of fire or unsafe building) - one monthly when the school is open with students
- **Rapid Dismissal** (in the event of a bomb threat) - one per year
- **Duck, Cover and Hold** (tornado, explosion, severe weather) - one monthly when school is open with students beginning in March

In addition to required drills, Bishop Fenwick School also conducts the following periodically:

- **Reverse Evacuation** from outside (in event of severe weather, intruder, sniper or hazardous materials release)
- **Shelter in Place** (hazardous materials in the environment)
- **Hit the Deck** (gunfire - usually followed by lockdown or evacuation)
- **Lock Down** (intruder)

Evacuation

The evacuation site for Bishop Fenwick School is St. Nicholas Church and for Bishop Fenwick Pre-School, St. Thomas Church. In the event that either location is inaccessible, the Visitor Center on the corner of 5th Street and Shinnick will be used.

If the need arises for emergency evacuation of either building or subsequent early dismissal of students, plans are announced on **WHIZ** radio. In an emergency situation, Bishop

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Fenwick School has the ability to communicate information to appropriate stakeholders through the local media; Radio (**WHIZ - 1240AM, 92.7 FM**) & TV (**Channel 10**). Television stations also post the information on their websites.

The Catholic Schools of Zanesville will also notify each family using our **ALL CALL** broadcast phone call system for any type of evacuation.

It is recommended that parents have alternative childcare plans in place in the event that it becomes necessary to dismiss school early. *It is important that children know exactly what those plans are.* During times of crisis, it is imperative to keep the school telephone lines open. Every attempt will be made to contact parents if necessary.

If an evacuation to another location is necessary, the student body and teachers will walk along the sidewalk to the evacuation site. While walking students should remain with their teacher whose class they are attending prior to the emergency dismissal. When the entire school has arrived at the designated site, students should find their homeroom teacher and remain with that teacher until the student is released to his/her parents.

Parents should go to the Dismissal Table when they arrive. Runners from that table will find all of the students from that family and bring them to the Dismissal Table. **FAMILY WILL DISMISS STUDENTS.** Parents should sign out children on the Emergency Dismissal Sign Out Sheets located at the Dismissal Table. **NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.**

General Safety Procedures

Bishop Fenwick School has the following security measures in place:

- Each campus is equipped with a keyless entry system. Only authorized personnel are issued an ID card for entrance to the building. All activity is recorded on a central computer database.
- All entrances are locked at the start of the school day.
- Visitors are required to enter by ringing a doorbell and being buzzed in by school personnel. Visitors must proceed to the Main Office, sign in and out upon arrival and departure, and wear an identifying badge while they are in the building.
- Students are instructed **NOT** to open doors.
- Each building has a security and surveillance system.

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Educational Programs

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Preschool Program

Bishop Fenwick Preschool is designed to enhance the child's self-esteem, facilitate learning and encourage creativity in a Catholic environment. Chartered by the State of Ohio and staffed by a certified teacher and by teacher aides, the preschool serves children three years through kindergarten age. A *Preschool Handbook* is available to parents desiring more information.

Curriculum

Curriculum in academic subjects is developed in cooperation with the Diocese of Columbus Office of Catholic Schools. Each year a diocesan committee reviews the Learning Standards and begins a process for revision and adoption of new materials. The Learning Standards are adopted with approval from the State of Ohio Department of Education and serve as the basis for instruction.

The Bishop Fenwick School faculty, selects textbooks from a diocesan approved list. Each year a new subject is approved, purchased and implemented. Following the diocesan timetable, each subject is updated every 7 years.

Evaluation of Student Progress

Evaluation is a process by which student progress is monitored and assessed in light of the Learning Standards that form instructional content. Mastery relates to an individual's ability to be successful, and to make learning a life-long process according to a set of standards. Mastery of the standards is critical in the development of skills required for the next grade level. This standards-based education program emphasizes the teacher's knowledge of a student's learning on a daily basis and is an opportunity to reaffirm our commitment to nurturing each student's growth into a productive and responsible adult.

Progress Reports

Progress Reports, prepared quarterly, are one part of the evaluation process. Student's progress is measured in light of the prescribed standards for each area. There are different methods used for measuring achievement. For a more complete understanding of progress,

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parents should also consider information from other sources such as conferences, interim reports and ability/achievement tests in order to evaluate student progress in light of student growth and development process. Parents should contact the teacher if there is a question of how a student has been evaluated.

Evaluation also measures the degree to which a student is developing effective study habits and social skills. Some forms of evaluations used at Bishop Fenwick School are:

- **Interim Reports:** indicate student progress since the last progress report. These are given 3 to 4 weeks after a progress report and are sent home at the discretion of the classroom teacher.
- **Life Skills Reports:** will be sent to parents to indicate a student's difficulty with mastering such skills as good study habits and appropriate conduct.
- **Standardized Tests:** are administered each fall to students in grades 3-8, and each spring to students in grades K-2. Students who receive a scholarship from the State of Ohio in grades 3-8 are required to meet the state testing requirements. (For more information concerning state testing requirements, please see the Ohio Department of Education website.) Score reports are usually distributed to parents during the third and fourth quarters. These reports measure students' achievement in light of their ability according to national norms.
- **Parent-Teacher Conferences:** are scheduled formally during the school year, but may also be scheduled at other times as needed. Conferences may be arranged by calling the school office during school hours. **It is better to speak with the teacher involved before going to the principal, dean of students or a board of trustee member with a problem.**

Government Programs

Bishop Fenwick School accesses available state and federal assistance programs in order to provide services such as tutoring for students with diagnosed learning disabilities, diagnostic and therapeutic speech/language services and health services. Parents who suspect a learning disability should request a conference with the classroom teacher. Teachers are required to follow the process prescribed by the Diocese of Columbus. The school cooperates with all government regulations and public school district policies regarding special services for students.

Speech/language therapy is available for students who qualify, based on a screening process. If the screening indicates further testing is necessary, permission from parents will be sought in order to proceed with a more detailed evaluation. Students in kindergarten are screened annually, along with those students for whom a follow-up screening has been suggested. Therapy may be provided based on the results of the evaluation in the areas of articulation, language development, fluency and/or voice.

Grade Placement/Promotion/Retention

Decisions regarding the grade placement of current students and those entering Bishop Fenwick School for the first time rest with the principal. Such decisions will be made in consultation with teachers and parents, and utilizing any pertinent reports and recommendations. Prior to placement consideration, the parent of a student who has been schooled at home must present verification of grade placement or credit from the public school district in which the child resides. Bishop Fenwick School has no provisions for granting credit for home schooling. Should there be a possibility of retention; parents will be notified by the end of the third quarter. (Policy 5123.01) **Credit may be denied if a student misses 28 days or more within one school year.**

Criteria for Promotion/Retention:

- Academics (Grades K-3): Since the main emphasis in primary grades is on Reading & Math, not meeting the learning standards for the year may result in retention.
- Academics (Grades 4-8): Failure for the year in one major subject area (Math, Language Arts, Science or Social Studies), unless tutored with a grade of satisfactory, may result in retention.
- Maturity: Ability of pupil to adapt to classroom procedures; to work independently; to interact and relate with peers, may result in retention.

Homework

Students are expected to complete assigned work and observe study time each night. If specific assignments are not given, students are encouraged to work on long-term projects, student problem subjects, practice reading and math skills, review class notes, etc. Parents should write a note to the teacher explaining if a student is unable to complete work for a good

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reason. **Parents are not expected to do the work for the student**, but parental guidance and support are needed to see that the student has enough time and suitable environment in which to complete homework.

A student who has not done a homework assignment may be required to complete work during a lunchtime detention. **Repeated failure to complete assignments may be grounds for the issuance of a Discipline Notice or withholding of credit and/or student's progress report.**

Work will not typically be sent home for a single-day absence, but may be requested during extended illness. Please make requests for homework in the morning when calling in the absence, thereby allowing sufficient time for a work list to be prepared. Following an absence, students are allowed the amount of time equal to the number of days missed to complete/turn-in assignments. **Due dates for long-term projects assigned prior to the absence are not extended.** Work missed due to vacations is provided for students **upon their return to school.** Assignments may be required to be done by students, even if credit may not be given, such as in the case of late assignments or make-up work during unexcused absences. Teachers may adapt assignments to differing circumstances or adding alternative work for work missed during an absence.

Expectations for homework differ from grade to grade and teacher to teacher. If it seems that students are spending an inordinate amount of time on homework, parents should share this information with the teacher, who will attempt to ascertain to what extent other problems may be present.

Media Center/Technology

Bishop Fenwick School maintains a well-equipped library and incorporated educational technology throughout the curriculum. Books, maps, reference materials, audio-visual media and computer hardware/software are available to serve student and faculty needs, and must be used in a manner that is educationally appropriate and consistent with standards of electronic ethics and copyright laws. Students are instructed in computer basics, informational search skills, work processing, keyboarding, and standards for acceptable use.

Technology use is a privilege, which may be revoked. Misuse is grounds for disciplinary measures and/or legal action. (Policy 6142.1) Parents are responsible for

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setting/conveying standards for appropriate behavior their children should follow when using these resources. The school makes every effort to monitor technology access by students but make no guarantee regarding the content or appropriateness of materials to which students may be exposed. Prior to gaining access to interactive telecommunications at school, including the Internet, students & parents must sign a copy of the acceptable use policy.

Religious Education

Bishop Fenwick School is defined by its religious character and offers a comprehensive program of religious instruction woven into the general curriculum. All students are welcomed, Catholic and non-Catholic, and participate in the religious life of the school to the extent permitted by church law. This includes religion classes, and participation in liturgy, prayer, service projects and sacramental celebrations. The Learning Standards for Religion, developed by the Office of Religious Education and Catechesis of the Diocese of Columbus pursuant to the contemporary teachings of the church, serves as the basis for instruction. It takes into consideration our traditions, rituals and celebrations and is based solidly on an understanding and appreciation for the principles of child development. Formal instruction in human growth and development, grounded in Christian theology and morality, is included in the Learning Standards for Religion and Health. All students participate in these related programs as they do in other religion education efforts.

Sacramental preparation programs are parish based. Students in 2nd grade prepare for First Reconciliation and Eucharist; 8th graders prepare for Confirmation. In order for sacraments to be received, students & parents must comply with the programs/expectations prescribed by each parish.

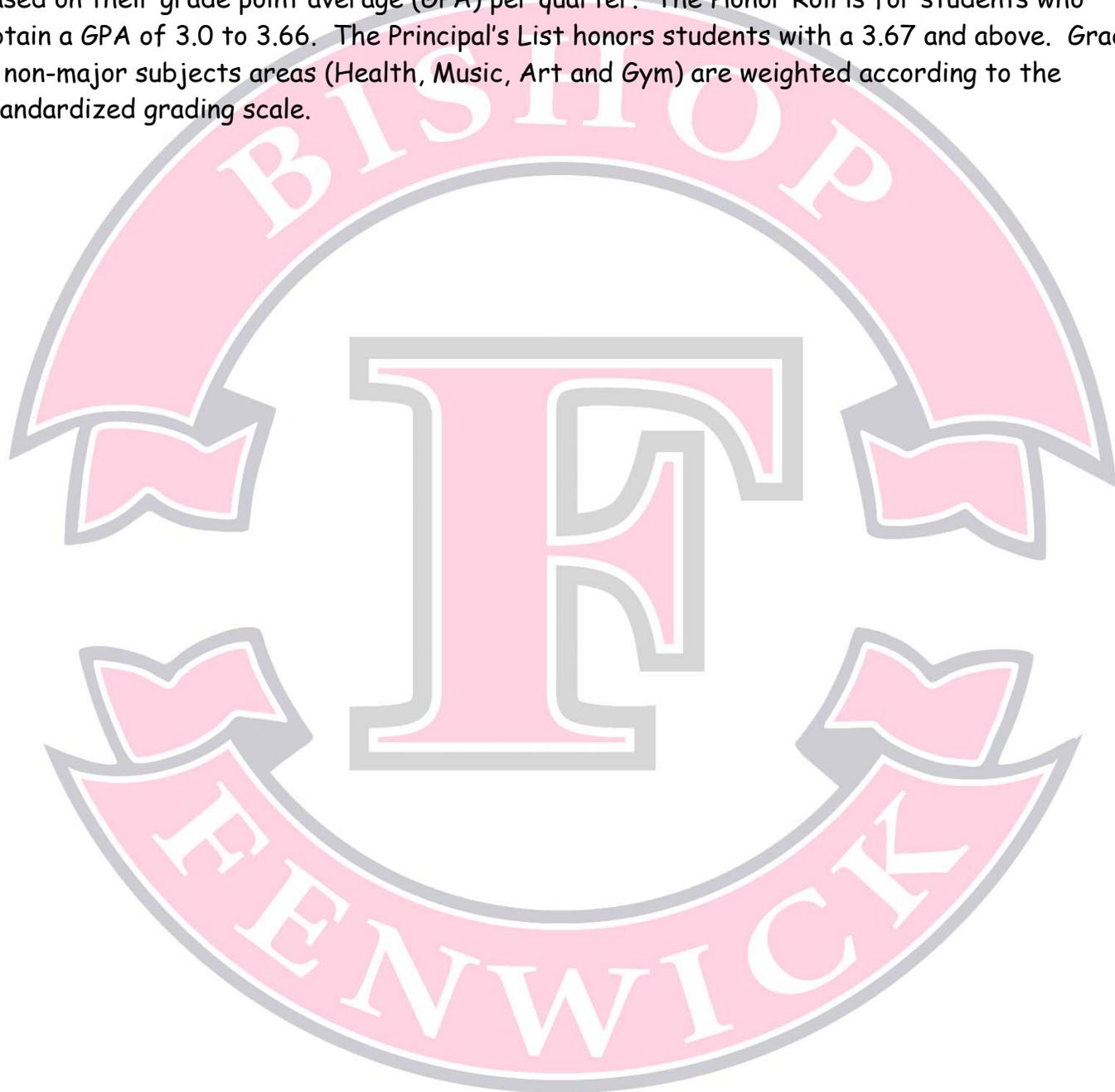
State Accreditation

Bishop Fenwick School meets the State of Ohio Operating Standards for Ohio's Schools and maintains its state charter through participation in the Ohio Catholic Schools Accrediting Association. All teachers are appropriately certified/licensed according to Ohio Standards, and are required to proceed with graduate level course work or other appropriate professional development programs on an annual basis. Teachers annually participate in local staff development programs designed to improve curriculum and instruction.

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Student Recognition

Students in grades 6, 7, and 8 may achieve recognition through the academic honor roll, based on their grade point average (GPA) per quarter. The Honor Roll is for students who obtain a GPA of 3.0 to 3.66. The Principal's List honors students with a 3.67 and above. Grades in non-major subjects areas (Health, Music, Art and Gym) are weighted according to the standardized grading scale.



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Enrollment

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Child Custody

Parents must inform the school immediately if the custody status of a child changes and provide a copy of the court-ordered document to school officials. Both the custodial and non-custodial parent is entitled access to their child's records and to conferences with the teacher, unless the court rules otherwise. The non-custodial parent may not visit the child at school or remove the child from the premises without written and verbal permission of the custodial parent. Stepparents have no legal rights to records, reports, or conferences without permission from the custodial parent.

Extended Day Program

Extended Day Program (EDP) is available from 2:30-5:30 pm Monday through Friday in the school cafeteria/activity center. It is designed to offer each child a safe, enjoyable place to spend time until pick up, while attending to needs of working parents. A handbook with full details and registration form can be requested in the school office.

Feeder School

Bishop Fenwick School is a feeder school to Bishop Rosecrans High School, located next door to the Main Street Campus.

Non-Discrimination Policy

Bishop Fenwick School adopts Diocesan Policy, "Right to a Catholic Education." (Copies of which are available in the school office), which reads in part: "Schools recruit and admit students of any race, color, gender or ethnicity to all its rights, privileges, programs, and activities...the school will not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency or disability in the administration of its educational programs and extra-curricular activities."

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Bishop Fenwick School is not intended to be an alternative to court or administrative agency ordered, or public school-initiated desegregation, and is open to students of families who sincerely seek the religious nature of our program. Preference is given to parish members; others are welcome as space allows.

New admissions are subject to the approval of the principal who will exercise discretion so as to assure enrollment for reasons consistent with the school's belief/mission. Bishop Fenwick School will not enroll a student for whom financial obligations to this or any other school of the diocese remain unpaid.

Registration

Parents must supply all of the necessary information (birth, baptismal and health certificates, permanent record or transcripts, and a certified copy of the child custody order or decree, when appropriate {Policy 5119.2}), complete the required forms, participate in a registration conference with the principal and submit the **non-refundable registration fee**.

Transfer students in grades 1-8 may undergo assessments before admission and **may be placed on a 9-week probationary period** at the discretion of the principal. Current students experiencing academic or behavioral problems may be placed on probationary status.

Qualified staff members will screen incoming kindergarten students in early April. The preschool and kindergarten teachers, in consultation with the principal, will determine the eligibility and/or readiness of students based on the results of the screening. At times parents may be asked to provide remediation during the summer months and a child may be screened again in August to determine readiness.

Tuition

Each parent/guardian registering a child(ren) in Bishop Fenwick School agrees to pay the designated tuition and to meet the requirements for Participating or Non-Participating Family status by signing the annual tuition agreement. Tuition for Bishop Fenwick School is determined annually by the Board of Trustees and provides the following payment options:

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1. Prepayment of the entire amount by June 1 annually
2. Prepayment of partial sum by June 1 and the balance financed by the school's Tuition Management Company (FACTS) or
3. Financing the entire amount through the school's Tuition Management Company (FACTS)

To qualify for Participating Member tuition rate, a family must:

1. Be a registered member of St. Nicholas Parish, St. Thomas Parish or a neighboring parish;
2. Attend Mass on a regular basis;
3. Be committed to raise your child in the Catholic faith;
4. Be an active volunteer; share time/talent on parish and school activities;
5. Contribute to financial support of the parish using Sunday envelopes.

Tuition rate for each child of a Non-Participating Family is the actual per pupil cost of one child.

Tuition Assistance

Limited tuition assistance is available to Catholic families who meet the Participating Member criteria from the Diocese of Columbus and from St. Nicholas and St. Thomas parishes. Families financially unable to pay the set tuition must first apply to the Diocese (online). Grants are awarded on the basis of need, depending on available funds & number of applicants. Grant applications are due by mid-March of the preceding school year. Completing these forms fulfills the requirement for both diocesan and parish assistance. Adjustment in the procedure will be made only for new family registrations after March 15 annually.

Bishop Fenwick School is also an EdChoice option for families. All information concerning the EdChoice Scholarship program can be found on the Ohio Department of Education Website. Bishop Fenwick School follows all the deadlines and registration requirements set by the State of Ohio.

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Withdrawal/Tuition Reimbursement

The school must be notified in writing if a parent intends to withdraw a student prior to the end of the school year. The effective date of withdrawal is determined by the date on the written notice. Records are released to the receiving school upon parent signature AND full payment of financial obligations. Upon withdrawal, tuition is collected based on quarters the student attended school. Attendance of one day in a quarter counts as a full quarter. Tuition for any quarter attended will not be reimbursed.



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Health and Safety

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Health Services

Bishop Fenwick School seeks to promote/protect the health of students through cooperation with the student, family, health care provider, and the school. **Students who are ill should not be sent to school. Students must be fever free (without medication) for 24 hours before returning to school.** Student health is monitored in cooperation with local & state health department regulations. Parents should complete and keep current the Emergency Medical Authorization Card, including dietary restrictions, which are consulted & followed in emergencies. When sick, students can only be released to individuals listed on the Emergency Medical Card.

- **Allergies:** Parents are responsible for informing the school of a child's allergies (e.g. bees, food, medicine-related or respiratory). For bee sting allergies, parents must provide the school with proper medication and a doctor's statement about how medication should be administered.
- **Diseases:** Communicable diseases are monitored according to health department policy and must often be reported. Parents should describe the child's symptoms when calling to report an absence. School personnel will contact parents if a student must be sent home during the day for health reasons. The student may be excluded from class until symptoms are no longer evident.
- **Diseases: Nuisance:** (e.g. head lice): Parents may be asked to follow a prescribed treatment to deter spread of the disease. We comply with the Health Department directives, which may differ from those of personal physicians.
- **Health Records/Immunizations/Screenings:** Parents are responsible to provide a complete and current health record for each student at the time of admission. Appropriate vision, hearing and scoliosis screenings shall be administered periodically. Parents will be notified of the dates and if screening results are problematic, or the need for follow-up. Law requires us to assure that students have the prescribed immunizations (State School Immunization Law, Ohio Revised Code Sections 371.13, 3313.617 and 5104.06E) Students are excluded from class in the case of non-compliance.
- **Illness or Injury:** If a student becomes ill or seriously injured during the school hours, the office immediately notifies a parent/guardian. The school nurse or authorized school personnel, who by law must render first aid treatment only, will care for the child temporarily. If emergency treatment is necessary, and a parent/guardian or designated adult is not available, the child will be taken to the emergency room at the hospital.
- **Other:** We do our best to accommodate special needs of students with other diseases, based on physician's recommendations. Parents must provide full disclosure of health

matters that affect a student & cooperate with attempts to seek the best medical advice. Students generally remain in the classroom setting and perform usual tasks as the illness allows. Bishop Fenwick School reserves the right to form an intervention team, which may include the principal, nurse, parent, physician and/or health official, to review and make recommendation regarding participation in the school setting by students with specifically diagnosed or other health-related circumstances.

Medication

When medication is prescribed for a student, parents are encouraged to discuss with the physician a medication schedule outside school hours. Before school personnel can administer medication to a student, the parent/guardian must sign a medical authorization form, available in the school office & provide a completed physician's statement. Any prescribed medication must be in its original container, which includes a pharmacy label with student's name (Policy 5141.0) **and be delivered to school by a parent.**

The possession/use of non-prescription, over-the-counter medication during school hours is discouraged. Due to Ohio State law over-the-counter medications (i.e. throat lozenges, Tylenol, etc.) will be administered by school personnel **ONLY** if a consent form, signed by the parent/guardian is on file in the school office and the medication is brought to the school by a parent in the original container. The school will not administer aspirin to students because of its connection to Reye's syndrome. All medication must be provided from home and will be kept by school personnel until the student needs to use it.

Wellness Policy

The staff of Bishop Fenwick School recognizes that promoting ultimate health is an essential part of educating the whole child. **School-based activities** are rooted in the Religion Learning Standards, concepts of reverence for life, self-respect and respect for others, which are all foundational concepts of wellness.

All students preschool-8th grade receive **physical education** instruction by a licensed Physical Education teacher. Students receive daily-supervised recess time, outdoors when possible & are encouraged to participate in sports/intramural programs.

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A primary goal of **nutrition education** is to positively impact eating behaviors. At Bishop Fenwick School, we encourage and support healthy eating by students. Instruction is given at each grade level as part of a sequential, comprehensive health curriculum based on the Diocesan Health & Science Learning Standards.

Lunch Program

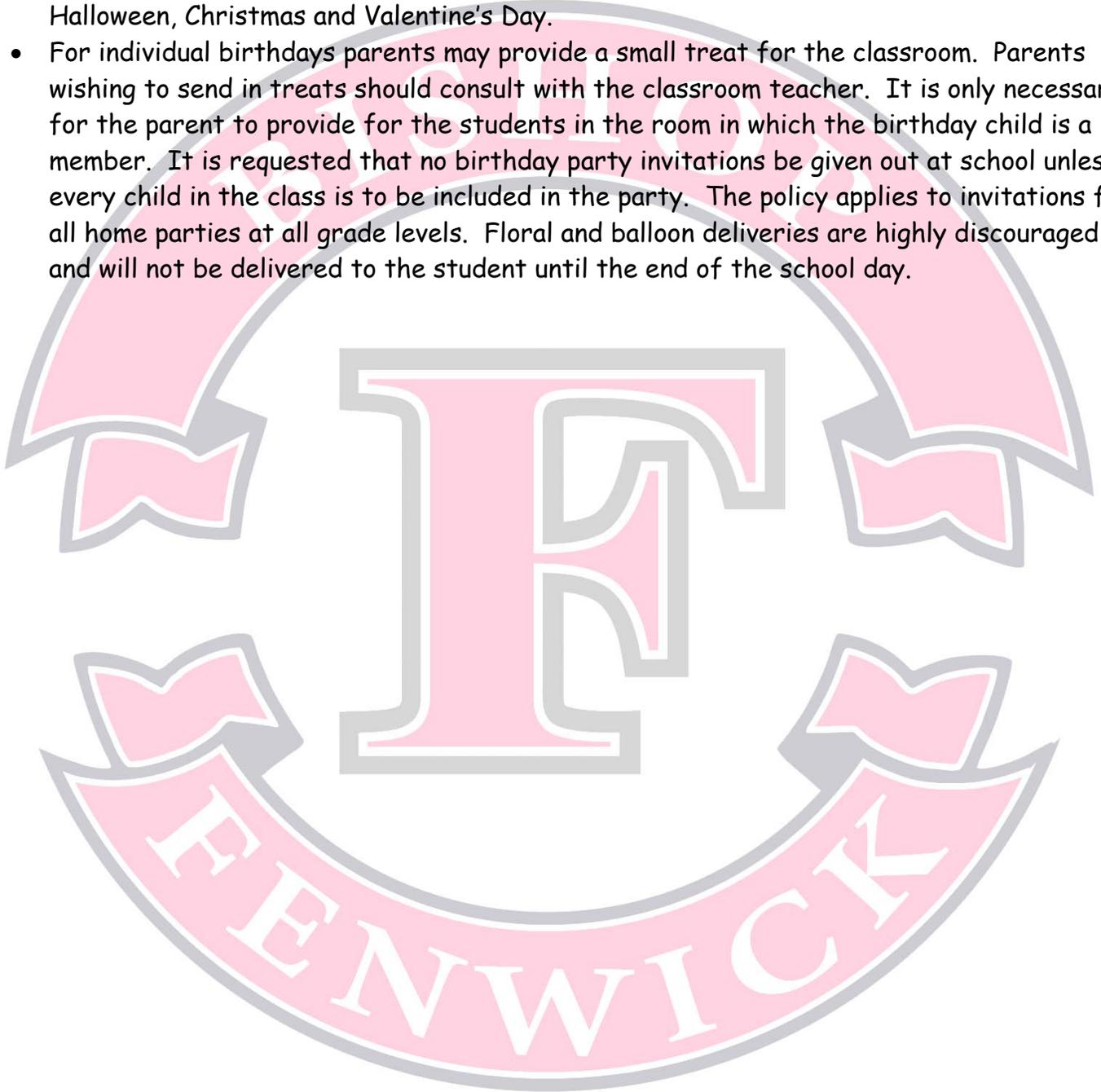
Bishop Fenwick School participates in the Federal School Lunch Programs. Nutrition guidelines, food pyramids, charts and suggestions for healthy food choices are displayed in our cafeterias. Snack breaks are scheduled when appropriate to maintain energy levels.

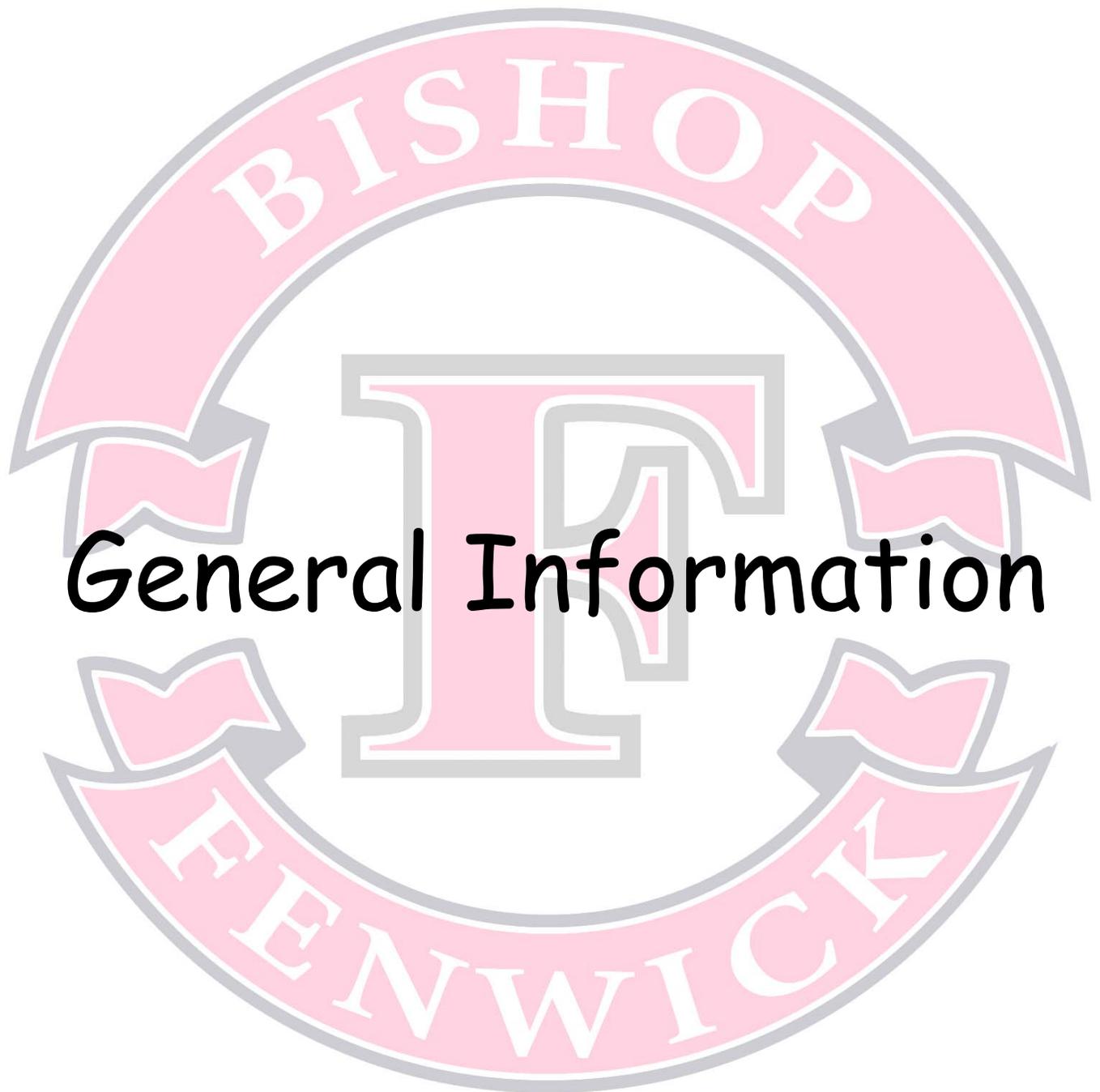
- School lunches/milk are offered each day for purchase on both campuses to all students. Students may bring lunch from home & purchase milk at school. **Students may not bring pop or candy to school for lunch. Carryout lunches from restaurants are discouraged. Students may use no pop machines during school hours.**
- Our cafeteria staff follows **nutrition guidelines** established by the Ohio Department of Education and the USDA Child Nutrient Standards. The Food Service Director ensures **compliance** with nutrition policies by keeping up-to-date on USDA School Meals Initiative review findings and reporting changes to the principal.
- Applications for free and reduced meals are available to all school families at any time during the school year.
- Lunch prices are published at the start of the school year & are subject to change each year. Payment is to be made by the week or month only. Checks should be sent directly to the cafeteria manager & should include the name/grade for each child. Payment can also be made through the school's web based program, School Speak.
- All parents are expected to use the School Speak system to check their lunch account.
- Students who forget their lunch or have no lunch monies left will still be allowed a lunch. Reminder emails will be sent from School Speak once your child's unpaid lunch balance is \$6.00 or more and must be paid in a timely manner.

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Student Birthdays/Classroom Celebrations

- Parents are asked to assist by providing healthy snacks during classroom celebrations for Halloween, Christmas and Valentine's Day.
- For individual birthdays parents may provide a small treat for the classroom. Parents wishing to send in treats should consult with the classroom teacher. It is only necessary for the parent to provide for the students in the room in which the birthday child is a member. It is requested that no birthday party invitations be given out at school unless every child in the class is to be included in the party. The policy applies to invitations for all home parties at all grade levels. Floral and balloon deliveries are highly discouraged and will not be delivered to the student until the end of the school day.





General Information

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Abuse Suspected

The staff of Bishop Fenwick School complies with state law which requires that persons entrusted with the care of children report immediately to the appropriate community agency any suspected case of child abuse and/or neglect (Policy 5140.0)

Arrival and Dismissal

The routes outlined below are requested, to be followed, to provide safety for children and drivers and for smooth traffic control. Please do not drop children off in front of the school buildings (we reserve those lanes for our buses). **The safety of the children is our highest concern.**

Drop-off: School Campus: Parents should use the EAST drive (high school side) to enter and either drive through the lane closest to the building for drop-off, or use the third lane to enter and park in the designated spaces. The WEST (activity center side) driveway should be used for exiting.

Drop-off: Pre-School Campus: Parents dropping off children should pull into the school parking lot through the gate closest to Shinnick Street and direct student to enter at the gym door closest to 5th street. Cars exit through the second gate.

Pick-Up: On both campuses teachers will supervise the children to the cars. Parents should wait for their children outside the building and not in the halls. Students exit the building and cross to the cars at the same time. Children whose parents have not arrived will wait near the building. Once all children are either in their cars or near the building, teachers will direct cars out of the lot. **Students may not walk from the building until all moving cars have proceeded out of the lot.** Teachers will give the remaining children permission to walk at the proper time. **Please do not move your car until you are directed to do so.**

School Campus: Parents pull into the driving and parking lanes facing west in rows.

Pre-School Campus: Parents should park in the parking lot, beginning the rows on the west side closest to the alley, facing the gym.

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Both parking lot areas are closed until 2:30, due to the fact that they are reserved for student/classroom use.

There is NO parking in the gravel lot beside the St. Nicholas Activity Center and in front of the preschool building.

Articles Lost and Found

Articles lost and found at school are placed in the lost and found box near the office. Articles of greater value are turned into the office. Students may claim them after proper identification. Lost items remaining at the end of each semester will be donated to a local charity.

Authority and Governance

As a consolidated school in the Diocese of Columbus, a Board of Trustees consisting of the Bishop and the Superintendent of Schools for the diocese, the pastors of St. Nicholas and St. Thomas Parishes and six elected individuals governs Bishop Fenwick School. The Board of Trustees consists of individuals who are registered members of either parish or any person who is the parent or legal guardian of a student attending Bishop Rosecrans High School or Bishop Fenwick School. The Board of Trustees is responsible for long-range strategic planning for both schools, approving the budget, setting tuition and monitoring school finances. More information is available in the school office.

By jointly sponsoring a Catholic elementary school, the parishes provide an education that is authentically Catholic, academically challenging and affordable. Bishop Fenwick School complies with diocesan regulations regarding the financing of the schools. The two parishes maintain facilities. Improvements are made, as funds become available, according to the long-range capital improvements plan for the school.

The principal is charged with the administration of the school, pursuant to the laws, policies and regulations of the state and federal government agencies and those of the Diocese of Columbus. The policy manual for the schools of the Diocese of Columbus is available online through their website. The principal consults with the school staff, Board of Trustees and parent organizations but maintains authority in school matters. Questions or concerns related

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to the administration of the school should be directed to the principal, who is the decision maker of the school. Such decisions may, however, be appealed to the pastors, to whom the principal is directly responsible. The decision of the pastors is final in all school matters.

Communication

A school calendar is published each year and a monthly calendar is provided to each family. Parents may also find the school calendar on School Speak. No family information is published without permission from the families through a form sent home in August. Parents are notified in advance of any changes to the published calendar.

Each Wednesday a school newsletter, *The Wednesday Word*, will be posted on School Speak. Families are asked to check this web based communication program often to keep up to date on all school to home communication.

Families who do not have a smart phone, a tablet, a computer or any way to access the internet will need to inform the school office so that an alternate way of communication between the school and family can be established.

Parents wishing to speak with a teacher should send a note to the teacher via the student or email to schedule an appointment. **Parents are asked to be respectful of teachers' morning preparations.** Trying to speak to the teacher in the morning may delay the start of the classroom procedures.

Cooperation

Reflective of a Christian community, it is expected that all problems will be resolved respectfully and openly. Bishop Fenwick School operates under the principle of subsidiarity in relationships and structure, thus disagreements or complaints should be dealt with and resolutions sought in a conference setting at the appropriate level or with the party closest to the issue. Since the goal in these situations is to achieve a reconciliation of differences so that the adversarial situation does not occur, legal counsel is not permitted to attend any conference. When it seems as though the conflict cannot be resolved, the principal may be contacted, whose disposition of the matter is final.

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There is no place for adversarial, confrontational, abusive or threatening behavior from anyone, including the adults at Bishop Fenwick School. Parents and others who engage in such behaviors at school or at any school-sponsored activity, event or program may be asked to leave the premises, refrain from future attendance or participation, or accept other appropriate consequences as deemed necessary. **If deemed appropriate by the principal, student may be dismissed from Bishop Fenwick School if parents refuse to comply with school policies or administrative directions.**

Electronic Devices/Cell Phones/Telephone

The office telephone is a business phone and is ordinarily not to be used by students. Students should not make a habit of calling home for forgotten items. Expectations will be made with the permission of authorized school personnel. Students are not to be called to the phone during the school day except in cases of emergency.

Electronic devices are prohibited during school hours. Students participating in after school activities, who need to carry a cell phone to contact parents for rides home, **must keep all cell phones, iPods, etc. turned off and put away in a designated spot by school personnel upon their arrival in the morning until school dismissal.** Parents wishing to have their students keep a cell phone must register the phone number in the school office.

Students misusing the privilege of using their electronic device during school hours could face the following consequences:

1. First offense: Electronic device will be confiscated and placed in the principal's office until the end of the school day.
2. Second offense: Electronic device will be confiscated and placed in the principal's office. Parent will have to come to the office to have the phone returned.
3. Third offense: Electronic device will be confiscated and placed in the principal's office. Parent and student will participate in a conference to agree upon appropriate consequences.

The principal is the final recourse in all matters and may waive any disciplinary rule for just cause at his/her discretion.

Extracurricular Activities

Student participation in extracurricular activities assumes that they maintain satisfactory academic and behavioral progress. Parents are encouraged to set standards for student participation and expectations, taking in consideration, developmental and personal needs. The principal may declare a student ineligible in the case of suspension, poor attendance, poor academic performance, lack of effort, repeated detentions or other serious matters. In such case the principal will provide the terms of ineligibility and timetable for review.

Students may participate in athletics as well as other school-sponsored activities. Participation rules of the specific activity must be adhered to. Before a student may participate, parents are expected to attend any mandatory meetings set up to explain policies and procedures, submit all required forms, and pay any fees required unless arrangements have been made for waiver of fees.

Please see the Athletic Handbook for clarification.

Lockers

A locker is assigned to each student in grades 6th - 8th at the beginning of the school year. Students are expected to keep their lockers clean and not abuse them in any way. Use of a combination lock is an optional choice.

Parent Involvement

Parent involvement is essential to the educational advantages offered at Bishop Fenwick School. Parents are expected to monitor homework, communicate with teachers regularly, attend conferences, take note of concepts covered in class and fully support the efforts of teachers in providing a quality educational program for students. Other avenues for involvement are as follows:

Child Protection: Policy (4110.0): Diocesan policy states that every volunteer in a program or ministry for children/youth, regardless of their level of contact with children/youth, must complete and have on file a current criminal background check and must attend the *Protecting God's Children* workshop prior to their involvement (Virtus.org). Duration

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of service does not mitigate compliance with this policy. Persons driving for field trips, etc., must provide a copy of insurance prior to the trip. Due to the sensitive nature of *Protecting God's Children* program, some victims of child sexual abuse may not feel comfortable attending the workshop session. Anyone in this situation may request to receive the materials needed for child protection training in an alternative way through the Office of Youth and Young Adult Ministry. **All requests for alternate child protection training for victims of child sexual abuse are kept confidential.**

Board of Trustees: The Board of Trustees of Bishop Rosecrans High School and Bishop Fenwick School is comprised of elected members from the school/parish communities. (See Authority and Governance section)

Parent-Teacher Community (PTC): All parents are members of the PTC. It seeks to promote a close relationship among the educators, parents, staff, students, & other interested individuals in the parish communities & to raise funds for classroom/program use in the school. The PTC sponsors a variety of social, educational, fundraising, service & public relations activities throughout the year & is directed by an executive board, elected annually.

Volunteers: A number of volunteer needs exist, as do many opportunities for parents to lend support. These opportunities, though always expanding, currently include organized programs for the library and the cafeteria. All parents are required to complete the Diocesan Volunteer Application and have it on file in the school office.

School Pictures

Individual student pictures will be taken once during the school year. Usually within six weeks of the photography session the pictures will be available. Ordering pictures is an option for parents. All students have their picture taken for the school files at no cost to the parents.

School Visitors

All visitors must enter by the main school door and report to the school office to register. Visitors will receive and wear an identifying badge while in the building or on school grounds. Parents visiting the building, dropping off lunches, picking up homework, meeting children for appointments, etc., should report to the office. The school secretary will notify

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the classroom teacher to send the child to the office. **Teachers may not release any student directly to the parent/guardian from the classroom.**

Student Records/Personally Identifiable Information

No data shall be released about students without the written consent of the parent(s) or guardian(s). School personnel may release information concerning student's as long as their identity is protected. Students' names, addresses, and likenesses (photographs, digital images, fingerprints, etc.) are considered student data subject to this policy (Policy 5125.0).

A permanent record is kept on each student, including directory information, attendance, academic, health records and standardized test scores. Only identified persons shall have access to the information contained in a student's permanent records.

A school, school employee, school organization or the Diocese of Columbus may publish student information in various formats including websites under the following conditions:

- If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes name of students, grade level, honor roll, activities, sports, awards and date of graduation (Policy 5126.1).
- A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of the student more traceable, including pictures with or without name, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.) and educational records.

Directory information regarding students, including names of students, grade level, honor roll, activities, sports, awards and date of graduation (Policy 5126.1), will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. The form, ***Personally Identifiable Information Release Form***, (Policy 5126.2) must be signed and dated by the parent of a student prior to releasing personally identifiable information.

Transportation

The State of Ohio provides busing for students who live two (2) miles from school. These students have the option of being bused by the public school district in which they reside. Each district's transportation department plans bus routes & stops. The districts serving Bishop Fenwick School are Zanesville City, East Muskingum, West Muskingum, Tri-Valley, Maysville, Franklin Local and Cambridge City. **Parents wishing to utilize bus transportation need to contact their public school district.** Most school districts will not allow students to ride any bus other than the one to which they are assigned.

The following rules are to be observed to ensure the safety of all students:

- Students waiting at a bus stop are not permitted to play on or near the road or on private property. Students are to cross the street in front of the bus after a signal from the driver that it is safe to do so.
- Students are to remain seated with hands, arms, legs, etc. kept to themselves and out of the aisles at all times in the seat that is assigned.
- Students are expected to speak in a normal tone of voice. Screaming, loud talking and profane or abusive language are not permitted.
- Students are expected to obey the bus driver instructions and to be courteous and polite to the driver and to each other.

Infractions of the busing rules will be brought to the attention of the parents.

The first write up may result in a detention; continual abuse of bus privileges may result in the denial of transportation by the principal. Parents would then be responsible for transportation to and from school. A parent experiencing difficulty with a driver or with a child from another school who rides the bus, must contact the transportation department of their public district.

Parents must send a written, dated, signed note to the classroom teacher if there is a need for the child to change his/her trip home. This should be done any time there is a change, so that the teacher is properly informed.



Student Expectations

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Code of Conduct

This Code of Conduct serves to guide the behavior of students at Bishop Fenwick School. Its intent is to create an atmosphere of mutual respect and cooperation so that a Christian learning environment may be obtained. 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.

Bishop Fenwick School believes in self-discipline. The child must be free to choose one form of behavior over another and to take upon the consequences of that chosen behavior. Students are expected to have self-discipline and to be respectful toward others at all times. Efforts will be made to address each discipline situation according to the student(s) involved.

The principal is the final resource in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Students at Bishop Fenwick School are expected to:

1. Be in prompt regular attendance, prepared with all books, materials, and supplies necessary to meet their academic needs.
2. Adhere to the uniform policy.
3. Show respect for school authorities.
4. Treat others with respect and dignity.
5. Respect the school building, facilities, supplies and materials.
6. Be active learners in and outside the classroom.
7. Show a concern for safety and use good judgment at all times, including in the classroom, cafeteria, library and playground.
8. Be an active participant in the religious life of the school.
9. Provide service to the school, parish, local and global communities.
10. Carry necessary communications between home and school.
11. Report serious matters to school administration in a timely manner.
12. Use technology and social media in a respectful manner.

Consequences for behaviors outside these expectations normally relate to the offense.

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At the discretion of the principal or teacher, a student may be issued a Conduct Referral or a Discipline Notice indicating the infraction and the consequences of the infraction.

- The use, possession, concealment, manufacture, administration, dispensing or distribution of any drug (alcohol, tobacco, harmful intoxicant and/or legal substance and/or drug paraphernalia) or committing any drug abuse offense or appearance while under the influence of any drug, on premises, on or in school vehicles or at any school-sponsored event is prohibited." (Policy 5131.1)
- No student may use, possess, handle, transmit or conceal any object which is, looks like, or can be considered a **dangerous weapon** or instrument of violence. Objects, which are explosive in nature, or any object determined to be a threat to the safety or security of anyone, are prohibited on the premises and at school-related functions. (Policy 5140.11; 5140.12)
- **Bullying behavior is unacceptable.** Bullying is a pattern of abuse over time and includes a student being "picked on". It 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 occurring on school grounds related activity on or off campus. (Policy 5140.02)
- **Harassment** in any form will not be tolerated. 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 or other characteristics occurring at programs sponsored by the school at other locations. Conduct, which constitutes sexual harassment, is also prohibited. (Policy 5140.05) (See the Diocesan Harassment Policy in the appendix of this handbook)
- In the case of repeated or more serious violations the school may abandon this process in favor of more severe consequences which might include longer or successive detentions, work duty, referral for intervention/counseling, suspension and/or expulsion. Measures may also be expanded to provide adequate treatment and other appropriate interventions.
- Parents/guardians are notified of a decision to suspend or expel a student. An expulsion decision may be appealed through the appropriate process. Upon receipt of notice, the parent must inform the principal of the intent to appeal the expulsion. The principal will then provide the parent a copy of the appeal procedure, and the timeline for which the appeal will take place. Any time the health or safety of any person is in jeopardy, or in a situation, which the principal deems necessary, a parent may be required to pick up a student immediately. Law enforcement officials may be contacted when appropriate. Failure, on the part of the student or parent/guardian, to pursue and cooperate with any

outside referrals or related interventions is grounds for dismissal of student. (Policies 5114.0 and 5144.0)

Off Campus Behavior

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to the Catholic moral standards, conduct that is in 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 the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school. (Policy 5144.3)

Student Consequences

Before/After School Detentions: Parents will be notified concerning the day the detention is to be served. If the school is closed or delayed, the detention will be served on the next school day. Detentions will be held from 7:30 am to 8:00 am or 2:45 pm to 3:15pm.

Suspension: If suspended from classes, a student will not be permitted to take part in regular classroom attendance, activities, lunch/recess, or conversations with peers. It will be the student's responsibility to complete all assignments before being re-admitted to classes.

Further infractions may result in suspension without opportunity to complete assignments, thereby resulting in loss of credit and possibly leading to expulsion proceedings.

Middle School Behavior Consequences: Students at Bishop Fenwick School are expected to comply with the current Code of Conduct found in the Bishop Fenwick School Handbook. In cases where a student would have a conduct violation, the Middle School Team will implement, but not be limited to, the following consequences.

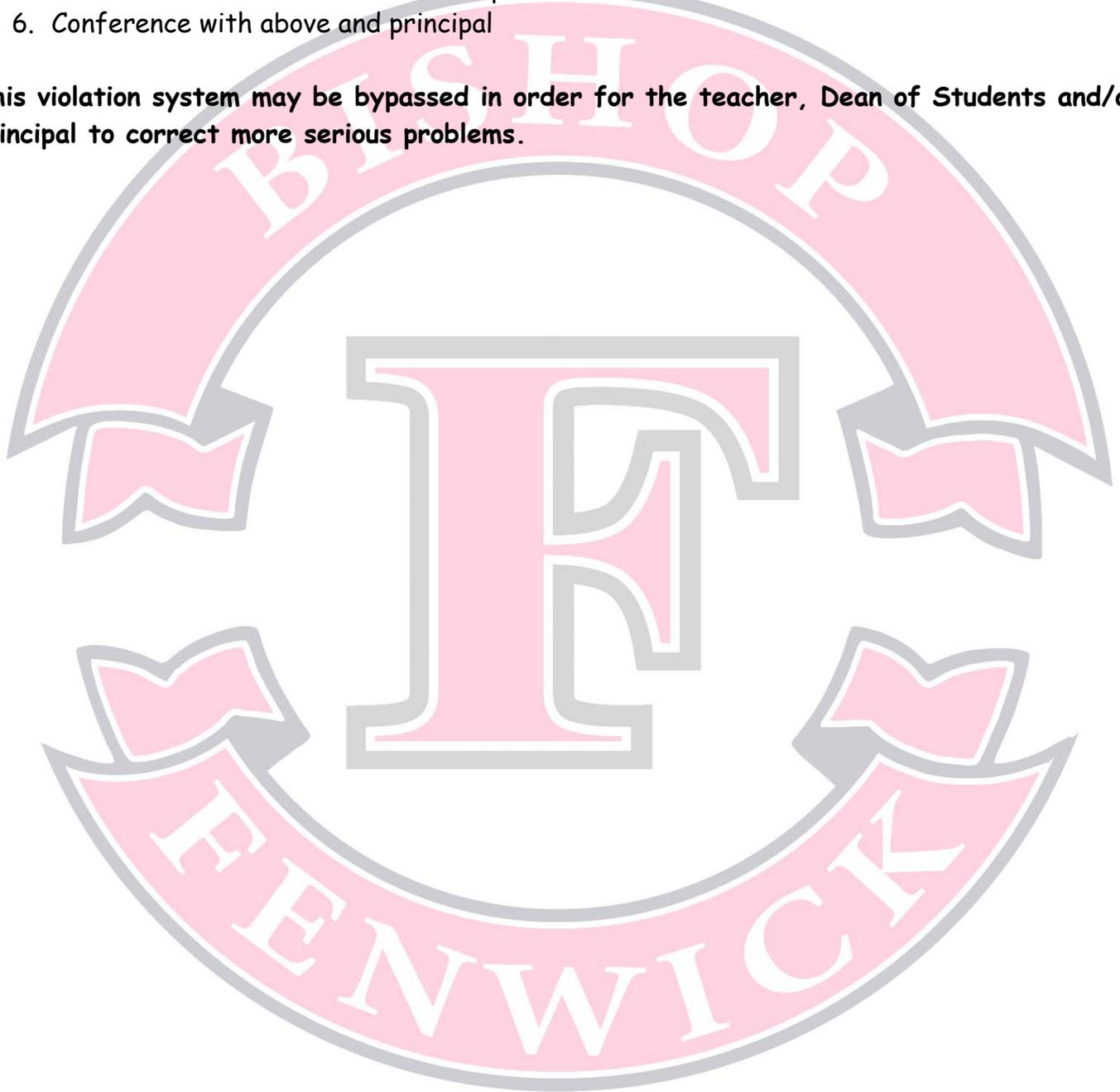
Offenses:

1. Discipline form sent home and to be signed by parent/guardian, then returned to teacher.

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2. Lunchtime detention.
3. Conference with parent/student/teacher
4. Before/after school detention
5. Conference with Dean of Students/parents/student/teacher
6. Conference with above and principal

This violation system may be bypassed in order for the teacher, Dean of Students and/or principal to correct more serious problems.



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Uniform Policy

Revised: 8/2016

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The students attending Bishop Fenwick School are expected to follow the uniform policy described in the table below. Uniforms may only be purchased in the UNIFORM section at the following retailers: Educational Apparel, Bishop Fenwick Uniform Shop, J.C. Penney's, Wal-Mart, Kohl's, Land's End, Children's Place and Old Navy.

| Required Uniform | Grades K-5 | Grades 6-8 |
|---|---|---|
| <u>Pants:</u> | Black or Khaki | Black or Khaki |
| <u>Shirts:</u> Short or Long Sleeved | Black, Red or White Polo Shirt or Turtleneck NO EMBLEMS | Black, Red or White Polo Shirt or Turtleneck NO EMBLEMS |
| <u>Belt:</u> | No belt for K-3 4-5: Plain Brown or Black | Plain Brown or Black |
| <u>Socks/Tights:</u> | Plain White or Black Opaque tights with feet only No leggings | Plain White or Black Opaque tights with feet only No leggings |
| <u>Jumper:</u> | Plaid (Optional), Khaki or Black | Plaid (Optional), Khaki or Black |
| <u>Skirt:</u> | Plaid (Optional), Khaki or Black | Plaid (Optional), Khaki or Black |
| <u>Skort:</u> | K-3 (Only): Khaki or Black | Not an option |
| <u>Shoes:</u> Shoes may not be lighted, have roller skates or glittery stones attached. Shoes need to be as plain as possible! | Tennis Shoes, Black or Brown dress shoes (non-marking soles) NO boots worn during the school day | Tennis Shoes, Black or Brown dress shoes (non-marking soles) NO boots worn during the school day |
| <u>Sweater/Sweatshirts:</u> | Black, Red or White Bishop Fenwick Uniform Store Sweatshirt No Logos or No hoods! | Black, Red or White Bishop Fenwick Uniform Store Sweatshirt No Logos or No hoods! |
| Mass Uniform | Grades: K-5 | Grades: 6-8 |
| <u>Pants:</u> | Black or Khaki | Black or Khaki |
| <u>Skirts:</u> | Plaid (Optional), Khaki or Black | Plaid (Optional), Khaki or Black |
| <u>Skorts:</u> | K-3 (Only): Khaki or Black | Not an option |

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| | | |
|-----------------------|---|---|
| <u>Shirts:</u> | Girls: White Buttoned Blouse Boys: White Buttoned Oxford | Girls: White Buttoned Blouse Boys: White Buttoned Oxford |
|-----------------------|---|---|

| Gym Uniform | Grades: K-5 | Grades: 6-8 |
|---------------------------|--|--|
| <u>Pants:</u> | Black Nylon Pants: Plain or with the Bishop Fenwick Logo. Pants may have black, white or red side stripe. | Black Nylon Pants: Plain or with the Bishop Fenwick Logo. Pants may have black, white or red side stripe. |
| <u>Shorts:</u> | Black mesh shorts: Plain or with Bishop Fenwick logo Shorts may have black, white or red side stripe. | Black mesh shorts: Plain or with Bishop Fenwick logo Shorts may have black, white or red side stripe. |
| <u>T-Shirt:</u> | Red Bishop Fenwick T-shirt | Red Bishop Fenwick T-shirt |
| <u>Sweatshirt:</u> | Black, Red or White Bishop Fenwick Uniform Store Sweatshirt No Logos or No hoods! | Black, Red or White Bishop Fenwick Uniform Store Sweatshirt No Logos or No hoods! |
| <u>Shoes:</u> | Tennis Shoes | Tennis Shoes |

Clarifications:

- All shirts must be worn tucked in at the waist.
- Pants/shorts and skirts/skortis are worn AT waist - NO "hipsters" or sagging pants.
- Socks: "No show" socks are discouraged. The top of the sock must be visible to school officials.
- Students may wear shorts through the first day of school to October 15th and from April 15th to the end of the school year.
- No long sleeved shirts may be worn under short-sleeved shirts.
- **HOODED SWEATSHIRTS** may not be worn with the regular school uniform.
- Students wearing boots for cold or inclement weather **MUST CHANGE** to shoes upon arriving at school.

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- Hair should be neatly groomed and out of the eyes. UN-NATURAL HAIR COLORING and/or DESIGNS are NOT permitted.
- Student backpacks and lunchboxes may not have violent, immodest or inappropriate sayings and/or pictures/characters on them. Solid colors are the preferred choice.
- Elementary students may not bring purses and/or toys to school.

Non-Uniform Days:

- Students should be dressed in modest, appropriate attire
- Leggings, yoga pants, sweatpants, and/or form fitting pants, are not permitted
- Torn or ripped clothing is not permitted
- T-Shirts with inappropriate sayings and/or graphics are not permitted.
- If it is a gym day, student must bring or wear tennis shoes
- Tank tops, tank tops with "spaghetti straps" or low-cut shirts are not permitted
- Socks and shoes must be worn
- Capri pants are only permitted during the short season
- HEM of skirts/shorts/skorts may not be more than 1 inch above the knee. SKIRTS may NOT be rolled at the waist.

Girls:

- HEM of skirts/shorts/skorts may not be more than 1 inch above the knee. SKIRTS may NOT be rolled at the waist.
- "Capri's" are NOT acceptable as uniform pants/shorts
- Modesty shorts should be worn underneath skirts and jumpers
- No lace may be visible at the neckline under the school shirt.
- Dress shoes may not be more than a 1-inch heel, and must have closed toe and heel. No sandals, boots or clogs are permitted.
- No more than two small post earrings may be worn per ear - long or large dangling earrings are not permitted. No other visible body piercings or tattoos are permitted.
- Plain white T-Shirts (undershirts) or cami's with NO writing may be worn under the school shirts.
- Middle school girls (6th-8th grade) may wear modest makeup such as mascara, blush and colorless lip-gloss without glitter. Heavy eye makeup/eyeliner is not permitted.
- Elementary students MAY NOT wear make-up.

Boys:

- Hair length for boys should be off the collar and out of the eyes.
- Boys are not permitted to wear earrings, have tattoos or other visible body piercings.
- Plain white T-Shirts (undershirts) with NO writing may be worn under the school shirt.
- Boxers may NOT be visible above or below the pants/shorts.

Jewelry:

For safety reasons no large jewelry may be worn during school. This includes earrings, necklaces, bracelets, pins, rope-type neck and wrist wear, chains hooked to belt loops, etc. NO JEWELRY SHOULD BE WORN DURING GYM CLASS. The staff reserves the right to ask a student to remove any jewelry considered distracting or possible safety hazard.

Uniform Consequences

Kindergarten to Third Grade:

Students not in compliance with the Bishop Fenwick Uniform Policy will be subject to the following consequences:

1. Students will be given a slip explaining the infraction and the parents will be asked to return the slip to school.
2. Student will be asked to call home and the parent will be asked to deliver the correct uniform to school.
3. Student, parent, teacher and Dean of Students will conference about the uniform infraction.
4. Student, parent, teacher, Dean of Students and principal will conference about the uniform infraction.

Fourth to Eighth Grade:

Students not in compliance with the Bishop Fenwick Uniform Policy will be subject to the following consequences:

1. Students will be given a slip explaining the infraction and the parent will be asked to sign and return the slip to school

2. Student will lose a dress down day and they will be asked to call home requesting that the proper uniform be brought to school. Student will remain in the office until proper uniform is delivered.
3. Student, parent, teacher and Dean of Students will conference about the uniform infraction.
4. Student, parent, teacher, Dean of Students and principal will conference about the uniform infraction.



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APPENDIX

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I. Diocesan Policy #5140.05 - Harassment Policy

The Catholic Schools of the Diocese of Columbus shall maintain an academic and working environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher/staff member or male/female volunteer should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome verbal or physical sexual overtures or conduct.

2. Harassment can take many forms - it 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, disability or other protected characteristics - and may occur at any school activity. It can 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.

3. Conduct which constitutes sexual harassment is prohibited. Such conduct includes, but is not limited to, the following:

- a. Offensive sexual flirtations, advances, propositions;
- b. Continued or repeated verbal abuse of a sexual or gender-based nature;
- c. explicit or degrading sexual or gender-based comments about another Individual or his/her appearance;
- d. the display or circulation of sexually explicit or suggestive writing, pictures, or objects, or graffiti of a sexual nature;
- e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- f. fondling oneself sexually or talking about sexual activity in front of others;
- g. spreading rumors about or categorizing others as to sexual activity.

4. Harassment includes conduct that is sexual in nature. It also includes gender-based harassment, conduct that would not occur except for the sex of the person involved, which is also prohibited. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conducts which are based upon race, color, age, religion, disability or national origin. Working relationships between employees must be based on mutual respect.

5. Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any

effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

6. Not all physical conduct is considered sexual in nature (e.g. a teacher consoling a child with an injury, a coach hugging a student after an accomplishment, or physical conduct during athletic events). However, peer-based sexual harassment (student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

7. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

8. Any person who believes he/she is subject to harassment or intimidation must contact either the principal or pastor. A complaint must be filed in writing. In the case of harassment involving a student(s), the parent(s)/guardian(s) of the respective student(s) shall be duly notified. In the event that an individual alleges harassment by a principal or pastor, the individual may file a 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/she has been sexually harassed (a person who believes his/her child has been harassed) must contact one of the appropriate persons as listed above.

9. Where it has been determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances, disciplinary measures up to and including termination of employment.

II. Diocesan Policy #5126.0 - Publishing Student Information

A school, school employees, school organizations, or the diocese may publish student information in various formats, including websites. There are two types of information concerning a student that can be published. One is directory information, which includes the student's name, grade level, honor roll, activities, sports, awards, and date of graduation. The second type of information is personally identifiable information, which is information which makes the identity of a student more traceable. (See Regulation 5126.2) Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

Directory information may be published if prior notice is given to the parent(s) or guardian(s) of a student and the parent(s)/guardian(s) does not object. Since directory information is frequently published by school and local communications, the following notice shall be printed annually in the parent/student handbook:

"Directory information regarding students, including names, grade level, honor roll, activities, sports, awards, and date of graduation, will be released in various formats, including websites, unless a parent/guardian notifies the school that such information is not to be released."

Personally identifiable information may be published if the parent(s)/guardian(s) signs and dates a consent form prior to the release date. (See Regulation 5126.2)

III. Diocesan Policy #5114 - Suspension and Expulsion

Serious misconduct is cause for suspension or expulsion. Serious misconduct is that which disrupts the academic and Christian atmosphere of the school, endangers students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure described below.

SUSPENSION PROCEDURES

1. If the parent/guardian has not been reached on the day the misconduct occurred, then prior to the start of the next school day, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension. If there is a delay in notifying the student's caregiver, the student may be placed in an in-school suspension. In the case of an in-school suspension, the student will do class work isolated from the other students and under adult supervision. No later than the next school day the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension, both verbally and in writing, stating the reason(s) for the suspension and requesting that the student and the parent(s)/guardian(s) meet with the principal to review the matter.

2. Within 3 school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s), who shall then be given an opportunity to express their views.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision; to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is to extend the period of suspension, the length of time shall be indicated. The suspension period may not exceed 10 school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

EXPULSION PROCEDURES

If the student is expelled, the principal or administrator in charge shall notify the parent(s)/guardian(s) and the superintendent of schools, in writing, clearly stating the reasons for the expulsion. This notification shall also inform the parent(s)/guardian(s) of the right to appeal the expulsion to the local school board. If the school board does not have an appeals procedure, or if the parent(s)/guardian(s) choose to waive an appeal at this level, the principal or administrator in charge shall notify the parent(s) or guardian(s) and student of the right to appeal the expulsion to the Diocesan Grievance Committee (DGC - an independent group of parents appointed by the superintendent).

If the parent(s)/guardian(s) request a hearing before the local [governing] board to appeal the expulsion and the board has an appeals procedure, this hearing shall take place within three school days of the request. Statements supporting charges against the student may be submitted as well as statements by the student & others in the student's behalf, w/the parent(s)/guardian(s) being given an opportunity to express their views. The board or its designees may, by a majority vote of its members, affirm, reverse, or modify the expulsion.

1. By the school day following the hearing, the board or its designee shall notify the parent(s)/guardian(s) and the superintendent of its decision, in writing, clearly stating the reasons for the decision reached. If the decision is to uphold the expulsion, this notification shall also inform the parent(s)/guardian(s) of the right to appeal the expulsion to the Diocesan Grievance Committee.

2. Review of an expulsion by the DGC shall be made only when requested within two calendar weeks of the expulsion date by the student's parent(s)/guardian(s) or when requested by either the pastor or superintendent.
3. If a hearing before the DGC is requested, it shall take place within three school days of the request. The student, the principal, and the parent(s) or guardian(s) shall have an opportunity to express their views. If a hearing was held at the local level, only documented information presented at the local level may be presented at the Diocesan level. By the school day following the hearing, the DGC or its designee shall notify the parent(s)/guardian(s) of its decision, in writing. The decision of the DGC shall be final and binding.
4. When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records. Readmission to a school within the diocese (i.e. the same school or another school), shall be at the discretion of the receiving pastor/principal (elementary) or principal (secondary).

IV. Diocesan Policy #6142.1 - Technology Acceptable Use Policy

Students and parent(s)/guardians must sign a document stating that they agree to these terms before a student will be allowed to use school computers in the classroom and/or lab.

Summary of the policy:

DO:

- Sign in
- Ask for help w/printer problems
- Print just 1 copy of a document
[School related only!]
- Use Internet for educational pursuits
- Treat staff & students with respect
- Ask before entering a site that might be questionable
- Immediately back out of any sites that are questionable
- Follow instructions of teachers/staff

DON'T:

- Have food/drink near equipment
- Share any passwords
- Access/download inappropriate material
- Access chat rooms, newsgroups, list serves or instant messaging
- Access/download games, game cheat codes, MUDs, MOOs, or simulations
- Harass others in any way
- Submit or reveal yours or others' names, phone numbers, or personal information
- Change any computer settings, hardware,

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- Close applications following instructions
 - Sign off when you are finished
 - Leave computers on
 - Take care of equipment
- parts or cabling
 - Access or manage a personal web page on
 - school computers
 - Download without permission

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students/staff to communicate, learn, and publish information. These network resources provide students/staff access to electronic resources including computers, software, scanners, printers, digital cameras, video cameras, etc. & are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision & maintenance may require review and inspection of network activity. Students are required to act appropriately when utilizing technology equipment /work areas.

TERMS AND CONDITIONS FOR INTERNET AND FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS/USE:

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet, Networks, and Technology Equipment:

Students are responsible for appropriate behavior when using the Internet and when using Diocesan or school technology resources just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers or parents to see. Should students encounter such materials by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, Facebook, My Space, MUDs or MOOs; download or play games; subscribe to or access

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listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.

- Do not give out any credit card or personal information including names, addresses, phone numbers pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download/install/run any commercial software, shareware, or freeware onto network drives or disks without the express permission of appropriate staff.
- Do not attempt to gain unauthorized or illegal access to Diocesan or any other technology resources or computer system.
- Do not copy other people's work or go beyond your authorized access by entering another person's password or accessing/intruding into another person's files.
- Do not waste school resources by printing excessively or consuming limited hard drive or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.
- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network, or change the settings or system configurations without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses & should take steps to ensure that disks/files are virus free.
- Personal technology equipment brought to school is subject to the procedures outlined in this technology acceptable use policy.
- Do not alter, damage or vandalize Diocesan or school technology equipment or software in any way.
- Do not use Diocesan resources to create, manage or access personal web pages or personal servers without the express permission or your teacher or network manager.

Consequences for Inappropriate Use of the Internet, Networks, or Technology Equipment:

Since use of technology resources and Internet access is a privilege and not a right, users have the responsibility to use technology resources and the Internet in an appropriate manner.

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Consequences of misuse or abuse of these resources and/or the Internet, depending on the severity of the situation, may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocesan or school technology resources.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parent(s)/guardian(s) & administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocesan or school equipment.

Conclusion:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.