

FAMILY HANDBOOK

2023-2024



Academy of Saint Bartholomew
14875 Bagley Road Middleburg Hts., OH 44130
(440) 845-6660

SCHOOL PERSONNEL

The Academy of Saint Bartholomew School and Parish of St. Bartholomew are made up of many persons who are dedicated to the vital role of contributing positively to each child's education. They include the following:

Pastor: Fr. Leo DeChant, padrecito@thestbarts.org
Principal: Mrs. Sue Biggs, sbiggs@thestbarts.org
Administrative Assistant: Mrs. Brenda Williams, bwilliams@thestbarts.org
PreK Teacher: Mrs. Jennifer Schwartz, jschwartz@thestbarts.org
PreK Classroom Assistant: Mrs. Traci Ciryak, tciryak@thestbarts.org
Kindergarten: Mrs. Emily Caris, ecaris@thestbarts.org
Kindergarten Assistant: Mrs. Kathy Ponyicky, kponyicky@thestbarts.org
First Grade: Mrs. Amy Miker, amiker@thestbarts.org
Second Grade: Miss Julie Jones, jjones@thestbarts.org
Third Grade: Mrs. Annette Locker, alocker@thestbarts.org
Fourth Grade: Mrs. Amanda Ardillo, aardillo@thestbarts.org
Classroom Assistant Grades 1-4: Mrs. Amanda Kadlec, akadlec@thestbarts.org
Fifth Grade: Mrs. Kathy Swartz, kswartz@thestbarts.org
Sixth Grade: Mr. Zachary Viets, zviets@thestbarts.org
Seventh Grade: Miss Jessica Ferguson, jferguson@thestbarts.org
Eighth Grade: Mrs. Tiffanie Gaffney, tgaffney@thestbarts.org
Classroom Assistant Grades 5-8: Mrs. Berta Hiller, bhiller@thestbarts.org
Music & Theater: Mrs. Katie Fox, kfox@thestbarts.org
Visual Arts: Mrs. Sarah Castrigano, scastrigano@thestbarts.org
Technology: Mr. Greg Castrigano, gcastrigano@thestbarts.org
Physical Education:
Spanish: Brother Ramon, soberanes87arias@gmail.com
Clinic: Miss Tara Linden, schoolnurse@thestbarts.org
Aftercare Program Director: Mrs. Laura Gigliotti, lgigliotti@thestbarts.org
Title 1 and Intervention Specialist, Mrs. Suzanne Vitanza, svitanza@thestbarts.org
Intervention Specialist: Miss Taylor Doran, tdoran@thestbarts.org
School Counselor:
Speech Pathologist: Mrs. Jeanne Schmidt, jschmidt@thestbarts.org
Auxiliary Services: Mrs. Mary Chapman, mchapmant@thestbarts.org
Cafeteria: Mrs. Karen Schwarz
Cafeteria: Mrs. Darlene Kent
Director of Religious Education: Miss Carol Wallington, cwallington@thestbarts.org
Parish Youth Group: Mrs. Berta Hiller, bhiller@thestbarts.org
Parish - Sacramental Prep, Bernice Barker, bbarker@thestbarts.org
Parish Music Ministry: Mr. John Franks
Custodial Services: Mr. Stefan Osif and Mr. AJ Ramirez

All members of the staff have the proper training and certification to fulfill their roles as educators.

MISSION STATEMENT

The parish Academy of Saint Bartholomew promotes an education rooted In Christ. We provide an innovative academic education, while preparing students to be global citizens for Christ.

VISION STATEMENT

Our school is a leading educational facility offering up to date teaching methods, curriculum, and a multimedia technology. Our students receive premier scholastics and Christian foundation for future success in life.

PHILOSOPHY

The Academy of Saint Bartholomew exists to assist the parents in the educational process of their children by providing an atmosphere of faith and learning. The school community strives to exemplify the person of Jesus, in word and by example.

Each member of the school faculty tries to develop the unique personal giftedness of each and every student by fostering an attitude of self-worth and self-discipline. We challenge the students to use all of the potential God has given them.

BELIEFS

The faculty and staff of the Academy of Saint Bartholomew believe that...

- our faith-centered education guides and influences all we do.
- as a school we live out the global message through service to others within the local and global community.
- we are committed to fostering relationships with families, as they play a critical role in the development and success of the child.
- science, math and technology are tools used to enhance the quality of classroom instruction.
- the role of curriculum is to guide and educate the whole person, ensuring a well-rounded education spiritually, physically, socially, and intellectually.

PARENT RESPONSIBILITIES

The primary responsibility for the education of the children belongs to parents. To ensure an atmosphere for educational success and Christian Catholic growth, the following responsibilities are essential:

- Model and support your child's practice of the Catholic faith.
- Support school policy and the authority of the administration, teachers, staff and volunteers by teaching your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
- Set realistic goals according to your child's individual potential.
- Encourage your child to complete all assignments.
- Expect your child to emulate the principles of good behavior at all times.
- Note your child's conduct and effort marks.

Follow the policies and procedures stated in the handbook by knowing and understanding the rules your child is expected to observe at school and be aware of the consequences for violations of these rules.

- Encourage in your child a desire to learn and a respect for self and others.
- Be sure your child attends school daily, unless ill, and is on time.
- Make certain that your child is clean and dressed appropriately according to school policy.
- 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.
- Pay all fees on time (registration and tuition).
- Have parent/guardian attend any mandatory parent meeting.
- Monitor your child's progress throughout the school year and conference with the teacher as needed.
- Actively support fundraising events for the benefit of your child and the support of Catholic education.

VOLUNTEER PROGRAM

Volunteers are needed in various programs in the school. We welcome this assistance, as it helps create a closer bond between parents, parishioners, and the school. Volunteers are needed as chaperones on field trips and to assist with other school activities. All volunteers must report to the school office upon arrival and notify the school secretary they are here. Volunteers are expected and need to follow and support the policies and regulations of the school while working as a volunteer in the school environment. All parents and/or volunteers who serve at our school must attend a Virtus "Protecting God's Children" training session. Virtus is a Cleveland Diocesan sponsored program that leads to a better awareness of child abuse. In addition, *the Policy for the Safety of Children in Matters of Sexual Abuse* and the *Standards of Conduct in Ministry* must be read with an acknowledgement of such on file in the school or parish office.

All volunteers who serve for more than 3.5 hours per week must be BCI fingerprinted and have evidence of such on file with the school or parish office.

The Academy of Saint Bartholomew parent organization, the **Parent Ambassador Group (PAG)**, welcomes all ASB families. Your assistance in fundraising and other committee activities is necessary and appreciated. PAG meets on a monthly basis in the school cafeteria. See school calendar for dates/times.

MARITAL STATUS AND ALLOCATION OF PARENTAL RIGHTS AND RESPONSIBILITIES

Please inform us when there is modification in custody status or any pertinent change in the family dynamic. Parents are required to provide custody information immediately in the form of a **valid** and **current** court order or other legal written documentation that is signed by both parents. Our goal is always to support your child with whatever changes that may be occurring.

NON-DISCRIMINATION POLICY

It is the policy of Academy of St. Bartholomew to admit students of any race, color, religion, national or ethnic origin, or with dis/abilities to all the rights, privileges, programs and activities available at the school. We do not discriminate on the basis of race, color, sexual orientation, ethnic or national origin, or dis/abilities in the administration of our educational or admissions policies, scholarship or aid programs, nor in employment of staff.

RELEASE INFORMATION AUTHORIZATION

Forms for release of specific information, including photos and media, is included in the yearly family packet and must be signed and returned by a parent or guardian on an annual basis.

ADMISSIONS

Admission occurs on an annual basis. The admissions policies of the Academy of Saint Bartholomew are in keeping with pupil acceptance regulations of the Diocese of Cleveland. Preference in admission is given to families who are registered parishioners of Saint Bartholomew parish, other Catholic families or those families having a sibling(s) currently enrolled in the school. A parishioner is a person who is registered and actively participates in the parish. Admission will be open to families from parishes that do not have a Catholic school after the parishioner/sibling registration.

In all cases, admission of students to the Academy will be made only in those cases where the child's needs can be met. Enrollment for all students is for one school year and may be reconsidered annually based on academic, attendance and/or behavioral concerns. This determination will be made by the principal and pastor. Completion of all financial responsibilities as stated in the tuition agreement must be met, or special arrangements with the pastor must be made prior to readmission.

At any time, a student may be placed on academic and/or behavioral probation. If for any reason the student does not comply with the probation contract, his/her parents/guardians will be asked to withdraw him/her from the Academy of Saint Bartholomew. **New students may be accepted on a probationary basis for the first interim period or longer if necessary to assess whether or not the school program will best support the student's learning and developmental needs.**

APPLICATION FOR NEW STUDENTS K – 8

1. Registration for kindergarten students occurs during the second semester along with re-enrollment of current students. Registration of new students in grades 1 - 8 will take place after the re-enrollment period. Acceptance for enrollment of students transferring from another school to the Academy of Saint Bartholomew is not final until a personal interview takes place with the student, parents and principal, a copy of the child's last report card is reviewed and approved, all registration forms and fees are completed, and transfer records are received.
2. In conformity with the State of Ohio Standards, a child must be five years old on or before September 30th to enter kindergarten and six years old on or before September 30th to enter first grade. There may be individual cases where a student can enter Kindergarten with a birthdate prior to September 30th. This decision will be based on ASB readiness assessments and recommendations of PreK teachers.
3. Students applying for admission into kindergarten are screened. One parent/guardian is required to accompany the child to the screening. Mandatory Kindergarten and Preschool Orientations take place in August, prior to the start of the school year for parents/guardians of students accepted and enrolled into the PreK and Kindergarten programs.
4. Needed for Registration: application, baptismal certificate, birth certificate, and health records which include immunization record. There may be additional registration forms required as the Academy revises admissions policies for 2024-2025.

CONFIDENTIALITY STATEMENT

Academy of St. Bartholomew and its employees shall treat student educational and health records as confidential records, and are prohibited from providing such records, or disclosing their contents to third parties and/or school or Diocesan employees, except to the extent that such employees require access to the information in order to discharge their job duties, and except as previously authorized in a written consent to such disclosure, signed by a parent, or (in the case of a student who is at least 18 years of age) the student, as mandated by sufficient legal process. An employee's violation of this policy may result in the imposition of discipline, up to and including termination.

SCHOOL RECORD UPDATES & TRANSFERS OR WITHDRAWALS

Any change in residence or contact information should be updated in FACTS by the family. If you are unable to update, please notify the school office so updates can be made in FACTS.

If you are transferring your child to another school, you must sign a 'Release of Information Form' so that your child's records can be sent to his/her new school. Upon receiving the signed records release form and when all financial obligations have been met, the records will be mailed directly to the new school. This policy is stated on the Tuition Agreement Form signed by the parent(s) when the child is registered. Records are never given directly to a parent.

Students who transfer to another school for reasons other than moving out of the Middleburg Hts. or surrounding suburban areas will not be readmitted to the Academy of Saint Bartholomew that same school year unless agreed upon by the principal and pastor. Any request for a future readmittance to the school will follow the specified admission guidelines for a new transfer student.

Students transferring into the Academy need to sign a record release from their previous school requesting their records be sent to the Academy of Saint Bartholomew. In the case where no such form is available, one can be provided to you from the Academy office. **All new applicants to the Academy will be required to meet the admissions criteria, subject to change for the 2024-2025 academic year.**

PRESCHOOL PROGRAM

The Academy of Saint Bartholomew has an accredited Preschool Program offering classes for 4-year-olds / Pre Kindergarten. PreK classes are five full days per week (full or half days) and follow the school day hours. Families have the option to enroll their 4 year old for the full day or half day program.

EXTENDED DAY CARE PROGRAM

Before and After Care will start on the first day of school and end on the last day of school. The program includes recreational and study times. Families need to register for this program. School policies, including the timely payment of invoices, Code of Conduct and discipline measures are applicable during the time a child is using the Extended Day Care Program. **If a student violates the Academy of St. Bartholomew Code of Conduct while in our after care program, said student will no longer be allowed to attend After Care until further notice as deemed by administration.**

Fees for this program are kept at a reasonable level and are reviewed annually. A maximum enrollment on any given day, for each session is 60 students. The children are supervised by Before/After Care employees. Fees can be paid directly to the school office or given to the After Care Coordinator within one week or receipt of the billing invoice. **All fees owed for the program must be paid in full before the end the quarter in order for your child to continue participation in either extended care program.**

A weekly report will be given to the administration showing the current balance on all Before/After Care accounts. All delinquencies will be added to the tuition bill and school policy regarding finances will be followed. If there are any families who are consistently delinquent in paying their After Care bill, the matter will be forwarded to the parish bookkeeper and pastor for further action.

FINANCES

The Academy offers two methods of tuition payment. The prepay method requires payment in full by July 1st or the monthly payment plan that automatically deducts through electronic transfer from your checking or savings account beginning July 1st and ending April 1st. All tuition financial information is given to parents at the time of registration. Delinquency in tuition payments may result in holding the current or last quarter's report card, school records, or the inability to register their child(ren) for the next school year. Delinquency in tuition payments for current 8th grade students will result in holding the transcript for high school application or registration, diploma or the exclusion from graduation activities.

All families are encouraged to apply for scholarship opportunities offered by the State (EdChoice Traditional, EdChoice Expansion, Cleveland, Jon Peterson), Parish (Parish Life Scholarship, Angel Scholarship) and financial assistance by the Diocese of Cleveland (Diocesan Tuition Assistance / DTA). There may be additional funding options based on family needed following application and award of all previously stated opportunities.

All financial obligations to the school must be met before a student can be registered for the next school year. If there is a circumstance that prevents a family from being current in their tuition payments, special arrangements need to be made by contacting the pastor or principal.

Registration for current families begins in mid January and opens to new families at the end of February. All families, no matter what scholarship or financial award a student is granted, are required to complete the registration process and pay the annual registration fee. Parents need to be sensitive to the workings of the administrative office. If there is a difficulty in paying the registration fee on time, the principal needs to be informed. When open enrollment begins, all fees must be paid in order for current families to be considered as officially enrolled for the following academic year.

Any payment returned for NSF will incur a \$35.00 fee.

The Academy of Saint Bartholomew will be implementing an integrated financial management system through FACTS during the 2023-2024 school year. This will enable families to view balances and pay online during the course of the school year for items like tuition, spirit wear, after/before care, field trips...more details will be forthcoming!

ATTENDANCE

Children between the ages of 6 and 18 are required by law to attend school punctually and regularly.

Regular attendance in school is compulsory according to State Law (Ohio Codes 3321.01 and 3321.03). Irregular attendance is investigated and reported to the proper authorities. Parents and students must accept full responsibility for regular and punctual attendance. Excessive absence and tardiness interferes with the learning process and the student's academic achievement.

TARDINESS

Since tardiness interferes with the child's progress in school and disrupts classroom teaching, parents are requested to see that their child cultivates the habit of punctuality. A student will be considered tardy if he/she comes to school after the 7:50 a.m. bell. If tardiness is due to problems with the bus transportation, your child/children will not be marked tardy on their attendance record. If the student is experiencing difficulty in academics or social behavior as a result of being tardy, a conference will take place to devise a plan for improvement. Chronic and habitual tardiness is contrary to the mission of the school and is in direct violation of the Educational Neglect Bill (Senate Bill 181).

APPOINTMENTS

Medical and dental appointments should be made outside of school time if possible. A written note must be presented to the office if students are to be excused for an appointment during the school day. Students must be picked up in the school office by the person specified in the note, sign the child out when leaving, and signed in upon return. A medical and or dental "excuse" (from the doctor or dental office) must accompany the student the next day. Orthodontist and medical appointments are considered excused absences if the student is present for a greater portion of the school day.

REPORTING ABSENCE

If a student is absent, state regulation requires parents to notify the school office by phone to report the absence (440) 845-6660, EXT. 43 Absent Line. Your child's absence needs to be reported to us **before 8:30 a.m.** The office administrative assistant will call parents of an unreported absentee after that time, and if unable to contact the parent at home, a call will be made to their place of employment or to the emergency notification designee on the student's emergency contact card.

Parents may call the school office as soon as they know that the child is ill and leave a voice message. Please leave the following information: student's name, grade, nature of illness, and name of person leaving the message. All schoolwork should be made up following the absence. Schoolwork can be requested to be sent home via another student after the first day of absence or picked up by the parent on the second day of illness. It is your child's responsibility to request absent work from their teacher upon return to school. Make-up work should be done in a timely manner with a due date no later than three days after returning to school (discuss this with the classroom teacher).

A written note explaining the nature of the absence needs to be sent to the school office when any child returns to school after an illness or when absent more than three days. If the illness was contagious in nature, a note must be sent into, emailed or faxed to the school, from the physician stating that the child is no longer contagious. School general email: office@thestibarts.org or FAX NO.: 440-845-6672.

VACATIONS

Each Spring a calendar of the following school year will be sent home. If a family vacation cannot coincide with the scheduled school dates, the principal and respective teacher need to be given written notification of your child's absence from school. Please do not schedule any vacation time during the three sessions for our MAP tests during the months of September, January and May.

Missed school work will be provided when the student (s) return to school. Students will need to have all missed assignments completed within 5 days of their return to school after time taken for vacation not specified on the school calendar. It is the COMPLETE RESPONSIBILITY of the student(s) and parents/guardians to contact the teacher, upon returning to school, regarding school work missed and to see that assignments and work are made up. Any assignments not completed in the time specified, will be deducted from the grade. If family vacations are scheduled toward the end of a quarter, report cards could be delayed or marked as incomplete until work is completed.

SCHOOL HOURS: 7:50 A.M. - 2:25 P.M.

- **Individual transportation departments publish their bus schedule and notify their residents directly. If there are changes in the pickup or drop-off point, please notify the transportation department in your district of residence and the school office.**
- Students arriving by car or bus will be dropped off at the rear school entrances where they are to enter the school through Door D and proceed to their designated classroom. Students being transported by car to school can start arriving at **7:30 a.m.** to avoid the bus traffic. Teachers will be supervising the arrival of the bus students, on a daily basis, starting at 7:30 a.m.
- Students are to enter the building through Door D respectfully and prepared to learn.
- Students walking home or riding bikes will be dismissed first. All students walking home or riding bikes will exit the building via the east side back school doors and will be under the supervision of a teacher. Bus riders will be dismissed at 2:20 p.m., and a teacher will escort the students to the bus. Car riders will be dismissed at 2:25 p.m. and escorted to the church parking lot by the teacher on duty.
- Children being dismissed earlier, on rare occasions, are to be signed out from the school office by their parent or authorized person picking them up.
- For safety reasons, please do not remove your child from the bus or car rider line without notifying the teacher on duty or signing them out.

DAILY SCHEDULE

7:30 a.m.	Students enter building at Door D. Before Care students will be dismissed to classrooms.
7:50 a.m.	School day starts - children are tardy if they arrive after this time, unless it was due to unforeseen circumstances in bus transportation.
7:50 a.m.	Morning announcements will be made and the school community will join in prayer.
7:55 a.m.	Start of 1 st period classes.
10:50 a.m.	Scheduled lunch & recess (Grades K – 4)
11:30 a.m.	Scheduled lunch & recess (Grades 5 – 8)
2:15 p.m.	End of day announcements
2:20 p.m.	Dismissal for walkers and bus riders
2:25 p.m.	Dismissal for car riders

CAR RIDERS

All vehicles are to be parked in the church lot, directly behind and next to Saunders Hall area. All parents or guardians must come to the sidewalk area that is coned off to pick up their child – regardless of age - at dismissal time. Please refrain from bringing any pets out of your vehicles. No child will be dismissed until the parent or guardian is physically present in the sidewalk area. Students and parents are to then go directly to their vehicle and not linger in the drive path or sidewalk area. Please remember busses will be leaving the parking lot area. Once the child/children are released to the parents/guardians, responsibility for the child's/children's safety is then assumed by the parent/guardian. Your cooperation and concern for the safety of all the children is appreciated.

All children who are being taken home by car need to be picked up on time after the regular school day, student council meetings, co-curricular activities, tutoring, etc. Children who have not been met by their parent or guardian will return to the school office on regular school days. If after 10 minutes of the designated dismissal time your child has not been picked up and you have not notified our office of being late, your child/children will be taken to the After Care program. There is a fee for the use of this Program and you will be billed accordingly. Children that are not picked up on time after student council meetings, choir, art club or other co-curricular activities will go directly to After Care and be charged a fee for the use of this service.

COMMUNICATIONS / EMERGENCY INFORMATION

HOME/SCHOOL COMMUNICATIONS

Communications coming from the school office, monthly calendars, school work, etc. will be sent home in your child's "Thursday Folder". Please remember to return the Folder to your child's teacher the following school day. A "Thursday Folder" is used at all grade levels. Family information will go home with the youngest or only child in the family in their "Thursday Folder". Families must register for FACTS and will be able to access the monthly calendars and additional pertinent information from our web site (REVISION in PROCESS during 1st quarter 2023). To gain access, the family must register for this free service through the school and have a password. **FACTS will be our communication for grade, assignments, and all other information pertaining to enrollment.**

TEACHER'S CLASSROOM NEWSLETTER

Many of our teachers publish monthly newsletters that update the parents on topic areas that are being studied, special projects, etc. as they relate to the child's classroom.

EMERGENCY AND MEDICAL INFORMATION FORMS

Emergency forms issued to the parents are to be updated in case of changes in home address, telephone number or place of employment telephone number. Changes through the course of the year must be reported to the office. These cards are kept on file in the school office for emergency use.

Emergency and Medical Forms must be on file in the school office and clinic by the end of the 1st full week of school.

***Families will be asked to update contact, medical, custody, and emergency contact information via FACTS during the month of September 2023.** This will be an annual request in the hope that student data is housed in one location and accessible by the school and individual families with 'real time' information. Once data is entered, this will become more of a verify & update process each year instead of redoing paperwork.

EMERGENCY CLOSING PROCEDURES

In the event that an emergency closing of school is necessary due to inclement weather, the Academy of Saint Bartholomew will communicate with families via FACTS and/or the local news stations. In most weather related closures, ASB will follow the decision of the Berea City School District. Families will receive a phone call and/or text message from the Parent Alert system in FACTS or you may listen to radio and TV for the announcement that: the Academy of Saint Bartholomew is closed. If school is not in session for any other emergency reason, the same communication procedure will followed. If an emergency occurs during the school day, students will be supervised by school staff until parents are contacted.

GENERAL SCHOOL POLICIES AND PROCEDURES

USE OF THE TELEPHONES

Students are not permitted to use a cell phone or the phones located in classrooms during the school day. In the case of a SERIOUS NEED, students will report to the school office and the principal or school administrative assistant will assist in placing a call home or to the parent/guardian's place of employment.

CELL PHONE POLICY

Student cell phone use is not permitted at The Academy of St. Bartholomew. If a family deems it is necessary for a child to have a cell phone, that cell phone must be turned into the office and picked up at dismissal. If a cell phone is found on a student, on (in use) in their locker, etc, during normal operating hours, including Before/After Care, that student will be in violation of the cell phone policy and their phone will be held in the main office until a parent picks it up. A conduct referral will be issued for the 1st offense. If the policy is violated a 2nd time, the phone will be held in the main office and returned to a parent/guardian following a \$10 fee along with an issuance of a conduct referral to the student. Classrooms and the office are equipped with phones that students may use with faculty and staff permission.

INTERRUPTIONS IN THE SCHOOL DAY

Parents are not to call a student from the classroom or to interrupt the teacher during school hours. Messages concerning doctor's appointments, transportation, and similar situations should be given to the child before he/she leaves home in the morning. In an emergency, a message to an individual child could be given to them through the school office.

BIRTHDAYS & PARTY INVITATIONS

When a child is celebrating a birthday, a treat may be distributed to the students at the classroom teacher's discretion. We suggest that for sanitary reasons the treats be individually wrapped. Children whose birthday falls during the summer months may celebrate at a time assigned by the classroom teacher.

Please check with your child's classroom teacher for any possible allergies students might have to particular food prior to sending in the treat.

Party invitations, of any type, cannot be distributed during class time or at school. This is a sensitive issue for many children; therefore, please mail invitations. A student's address and phone number may be located in the Parent Directory on FACTS, if the parents approved its publication. Family information will not be shared through the school office

CONTACTING SCHOOL OFFICE AND TEACHER

Phone messages to the office for faculty and staff will be accepted from 7:20 a.m. to 2:35 p.m. Your call will be returned within 24 hours. School personnel are able to return phone messages before and after the school day, and during planning periods, which do not necessarily occur each day. Phone messages can be sent, any time of the day, directly to your child's classroom teacher by using the teacher's voicemail extension. Each individual teacher will make their extension and email address known to you as well as the time their messages will be retrieved each day. If you have not received a return call within 24 hours, please call back and leave a follow-up message via voice mail to the teacher or the school office. Teachers and staff can also be contacted via email. Extensions and email addresses will be available in FACTS. Notes may also be sent to the teacher via your child. Please do not call the classroom teacher to notify them of your child's absence. This information needs to go to the school's absent line (440) 845-6660, EXT. 14. The school office is opened daily from 7:20 AM to 3:00 PM.

FIELD TRIPS

Field trips are recognized as an integral part of a sound educational program and can provide a valuable addition to the classroom curriculum. Notification of a forthcoming trip, fees, and transportation information will be sent home prior to the field trip date. Each class strives to take two educational trips each school year. Signed permission forms **must** be on file prior to the trip for each child. The school will provide all necessary forms to be signed by the parent(s) or guardian. Only parents who have attended a Virtus session and are BCI fingerprinted will be asked to volunteer as chaperones if so needed. Students are expected to meet the school academic and behavioral standards in order to participate in the privilege of a class field trip. If a child's mobility is compromised in any way (on crutches etc.), the decision will be made by the administration for safety reasons as to whether the child may attend the field trip or not. The principal and teacher always reserve the right to determine who attends the field trip.

HOT LUNCH/ MILK/ BEVERAGES:

The Academy of Saint Bartholomew takes part in the Diocesan Hot Lunch Program. Hot lunch is provided on a daily basis at a reasonable cost for students choosing to order a hot lunch. Forms are sent home and payment is made each month for the entire month. If payment is delinquent through checks having insufficient funds, lunch orders will then only be accepted with cash payment. Additional information regarding this program and on how to order is sent home the first week of school. Students not ordering through the Hot Lunch Program need to bring a "brown bag lunch" or lunch box. The school office will not be responsible for taking lunch orders over the telephone. Any changes or additions to the lunch order must be made directly with the cafeteria manager.

Complete meals are not always available in the school cafeteria, but if a child forgets his/her lunch, some type of lunch will be provided. During the first and last week of school, students will need to pack a brown bag lunch including their beverage. **NO GLASS BOTTLES, PLASTIC BOTTLES WITHOUT A SAFETY SEALED SCREW ON OR PULL TOP, OR CANS ARE ALLOWED** to be brought to school. Juice boxes are appropriate. **Energy drinks** typically containing caffeine or other stimulants are **prohibited** during the school day or any school related functions.

Junk food that provides no nutritional value are highly discouraged as snacks or lunch.

RECESS

All students participate in lunch recess. Generally, all students well enough to attend school are well enough to have recess. Recess and lunch time is supervised by parent volunteers, a certified teacher, or a teacher-aide. A list of rules is posted and made known to the students along with periodic reminders. Parent volunteers need to comply with the lunch and recess time policies and procedures. The safety of all our students is a major priority, therefore the children are expected to follow the rules and act respectfully towards peers and to all adults supervising them. Regulation playground equipment is available for use during recess time. No balls, toys, jump ropes, etc. are to be brought from home. Lunch and recess rules are posted in the cafeteria and at the entrance ways to the school yard. School policies, expectations, and consequences are applicable during lunch and recess.

SENDING MONEY INTO SCHOOL

Please make certain that any money sent to school, whether it is a lunch or milk order, book order, mission collection, field trip, etc. is placed in a sealed envelope with your child's name, grade, and reason written on the envelope. The envelope should be handed in to your child's teacher. Part of the teachers' daily morning routine consists of asking the children whether they have any notes, envelopes, or other items to hand in to the teacher or school office. Please advise your child what to do with any items you may give them

SCHOOL SAFETY

FIRE, TORNADO & AND SAFETY DRILLS

The school is required by law to conduct fire, tornado, and safety drills during the course of the year. All students and adults in the building must follow the posted regulations.

The Academy of Saint Bartholomew will be establishing a Threat Assessment Team/Safety Team comprised of adult staff and safety officials from the community in accordance with HB123. The purpose of this safety team is to proactively monitor student situations that have the potential of elevating to greater concerns and to support social emotional needs that may arise among students and staff.

Additional measures are also being put in place for: anonymous reporting, leveled lockdown procedures, and student voice & involvement in safety planning on campus during the school day.

VISITORS or PERSONS ENTERING THE SCHOOL

For the safety of students and staff, all visitors and persons coming into the school must report to the **SCHOOL OFFICE** to sign in and/or make their presence known. A school security system with cameras is in place out of concern for the safety of our students and staff. Lunch time or classroom volunteers will be buzzed in after they are identified on our security monitor. If a person does not report first to the school office, he or she is considered to be trespassing on school grounds, and it is the right of the administrator, teacher, or other school/parish employee to request that he/she leaves. The police will be notified if the request is refused. All school entrance doors are locked during the school day.

BUS

Students are to follow the rules as stated by the local school board regarding conduct on the bus. The bus driver is responsible for the discipline of the children while on the bus. If repeated misconduct is shown by the student while on the bus, the school administration will work cooperatively with the local transportation department to resolve the discipline problem.

Students may only ride a bus in their own district. To change within the system, a note of request is required from parents. **Please contact your district's Transportation Department for information regarding the procedure and requirements.**

GENERAL SCHOOL SAFETY, TRAFFIC PATTERNS, SECURITY RECOMMENDATIONS

Fire, traffic, and personal safety education is available to our students through grade wide assemblies sponsored by the Middleburg Fire and Police departments. The local public school transportation departments will inform the students riding the bus of the safety procedures in place. Bus evacuation drills are conducted by the bus drivers.

It is recommended that access to the school building(s) be limited to doors that can be monitored. School exits should never be propped open by anyone at any time, locked, chained, or blocked in such a way as to impede exit during school hours. Notes posted at entrances instruct all visitors to report to the school office before making any other contacts in the building.

Parents are asked to follow the traffic pattern when driving their child to school and drop off their child(ren) anywhere in the coned in area at the rear entrance of the school. **This area is a NO PASSING ZONE. Upon dismissal, parents need to park their cars in the church lot and remain parked until all students are safely in the cars. Parents are asked to escort their child to the car as a safety precaution. Parents: PLEASE DO NOT PULL OUT OF THE DRIVE WHILE ANY CHILD IS ENTERING A NEARBY CAR. SAFETY FOR ALL STUDENTS IS A MAIN CONCERN.**

RELIGIOUS EDUCATION

Formal religion classes are held daily for a twenty to forty minute period dependent upon grade level. The atmosphere of a Catholic school reflects the spirit of Christian Catholic life and learning. Religious education is carried on throughout the entire curriculum by the staff along with the continued efforts to instill Gospel values in the context of interpersonal relationships. Diocesan guidelines are followed as to the courses of study. All teachers, in compliance with the guidelines of the Office of Catechetical Formation and Education, hold some form of Religion certification.

SACRAMENTAL PROGRAM

Parents whose children will be celebrating the sacraments of Eucharist, Reconciliation, and Confirmation are required to attend preparation meetings. These preparation meetings are facilitated by members of the pastoral staff. The parish's pastoral staff will communicate directly with the parents on the format of sacramental preparation and work collaboratively with the principal and teachers in preparing the students for the sacraments. Sacramental preparation for students will take place during religion classes and facilitated by parish pastoral staff in collaboration with the homeroom teacher(s).

LITURGICAL CELEBRATIONS

The students in grades 3 - 8 attend the Sacrament of Reconciliation as a school community during the first semester of school and when possible throughout the school year. In accordance with the Church year, the students will participate in Mass on Holy Days and on special feast days. Students participate in prayer services, stations, rosary, Bible reflections, meditations, classroom retreats, etc., throughout the year. These liturgies and prayer celebrations are noted on the monthly calendar. Parents are invited to attend.

CURRICULUM AND INSTRUCTION

The goals and objectives of each subject are taken from the Diocesan Graded Course of Study. These courses of study are approved by the State Department of Education of Ohio and are in compliance with the Minimum Standards for Elementary Schools as set by the Ohio Board of Education. Textbooks and educational materials are selected so as to support the academic Standards for the State of Ohio and the Diocesan curriculum as prepared by the Office of Catholic Education. These courses of study are reviewed and updated in a timely manner by the above mentioned and the State Department of Education of Ohio.

TEXTBOOKS/SUPPLIES

Non-consumable and consumable texts, math, science, and language arts workbooks, are purchased with state funds while all religious education materials are purchased with funds from the school budget. All students are required to have a book bag. All textbooks are to be collected at the end of the year and if a textbook has been defaced it will be the responsibility of the family to replace "said" textbook.

HOMEWORK

The purpose of homework is to supplement and further aid student learning by reviewing what has been covered in class. It can provide practice or an opportunity to use research skills and is an integral part of the learning process. Time allotment for homework depends on the type of assignment and the age and grade of the student. Individual differences should be considered as well as study habits and atmosphere for study; therefore, students need a quiet place at home to study. With the exception of unit/long term projects, students should not be receiving any homework on weekends or during vacation periods.

TECHNOLOGY LAB AND LIBRARY

The Library and Tech Lab comprise a state of the art learning environment for student enrichment and development in academic skills. Planning is done by the classroom teachers to integrate these resource areas into their curriculum plans and academic requirements so that all students can receive a meaningful learning experience.

All library book fines need to be paid by the end of each quarter, or they will be billed to the parent on the tuition invoice. All fees must be paid by the last day of school.

TECHNOLOGY, PHYSICAL EDUCATION, MUSIC, ART, CHOIR, BAND AND SPANISH PROGRAM

The Technology, Physical Education, Music, Art and Spanish programs are an integral part of the school curriculum. Students will be assessed in these programs through written assignments, class discussions, participation, projects, quizzes and tests, etc. Therefore, students in PreK-8 participate in weekly Technology, Physical Education, Music, and Art instruction. Grades K-8th participate in a weekly Spanish program. Any student in attendance on a PE day, not participating in Physical Education class, must have a doctor's excuse and will be required to complete an independent written assignment .

There are many ways for students to participate in the ASB Fine Arts Program. Our Music/Theatre Arts teacher, in collaboration with classroom teachers, will plan and facilitate concerts and performances for student participation. Students will experience the joy of music and learn the art of performance each week. The Art teacher will inspire creativeness and display student work throughout the building to be enjoyed by all. Assemblies and field trips are also means in which the fine arts curriculum is enhanced for students.

The Physical Education teacher organizes a Field Day event held during the last month of school and, when appropriate, plans special fitness activities. Physical education classes are held in the gym and if appropriate, outside during good weather. Students must dress in the physical education uniform as stated in the Dress Code Policy in this handbook.

Grades 3-8 are invited to join the school choir. Students practice before school twice a week on Tuesdays and Thursdays beginning at 7:30am. The school choir will perform in two concerts during the school year. Additional information about the school choir will be shared by the music teacher.

ASB is ready to start the band! Plans are underway to establish a band program for grades 4-8 for the 2023-2024 academic year. The band program will be self-paying for those who choose to participate. It is not directly operated by the school but is still affiliated solely with ASB.

CO-CURRICULAR ACTIVITIES

Student Council: Representatives are chosen each spring for a one year term to plan service activities that encourage the participation of all students. The council is monitored by members of the teaching staff from the intermediate and junior high level.

Power of the Pen: Students in grades 7 and 8 who are creative and talented writers with a desire to expand and challenge their abilities. This is a competition based activity amongst Cleveland area and suburban schools, culminating in a state wide competition. Advisors for this activity are faculty members and may include a parent with expertise in the field of Writing/ELA.

STEM/Coding Club, and LEGO Robotics Clubs: Open to students, grade level specific. Our technology teacher supervises these offerings and will share how students can become involved.

DARE program: Provided by the Middleburg Hts. Police Department to the 6th grade students during the second semester of the school year.

Altar Servers: Recruited in the fall/winter of students in 4 through 8 who would like to partake in this ministry.

Math Club: Students in grades 5-8 under the direction of the jr. high math teacher.

All 6th-8th grade students participate in a Science Fair. The students in grades 4 through 6 participate in a mini-science fair project during that same time period. This is part of their academic requirement.

In addition to the above mentioned activities, we are always listening and open to enrichment ideas. As new clubs are created, information will be sent to families. Parent volunteers may be asked to assist with additional offerings based on interest and availability.

STUDENT EVALUATION

A student's progress in each curricular area is monitored and evaluated on a daily basis. Teachers use a variety of methods to evaluate a student's progress. Evaluation can be, but is not limited to: class work, homework assignments, participation in class discussions and activities, Oral or written quizzes and tests, research papers, and projects. The student's assessment of Handwriting will be determined from all subjects. All written assignments and assessments must be legible and neat, as well as easily read by the teacher.

Projects and reports assigned to the students will have a rubric showing points given to specific requirements or skills being assessed. All tests and quizzes will be given a point value, graded and returned to the students in a reasonable amount of time. Homework, projects, reports, tests, quizzes, participation, and classroom assignments are categories listed in the teacher's grade book and the computerized grading program. A combination of these categories will be used for assessment to obtain a just determination of the child's mastery/understanding. Teachers will communicate with each other when scheduling major tests or projects.

A make-up test or quiz will only be given if approximately half or the majority of the students received a below average grade, C- or lower. The material will be once more reviewed or retaught in class before another test or quiz on the same topic is given. If a make-up test or quiz is given, the higher of the two grades will be used. Our goal is for our students to gain confidence in their ability to learn. (Growth Mindset)

Students are expected to turn in their work on time. Incomplete and/or late work is subject to a loss of points.

TITLE 1 READING & MATH

When funding is available, a certified teacher is available to assist qualifying students who need one on one help in specific language arts skill areas. Teachers consistently use a variety of intervention strategies to assist in student learning, individual student tutoring being one of the many methods used. If these interventions are not working to the satisfaction of the teacher, in consideration of the child's ability, consultation with the principal, school psychologist, and parent will occur to determine the needs of the student.

REPORT CARDS

Within FACTS, parents have access to student grades on a daily basis. At the end of each quarter, report cards will be sent home to provide parents with tangible evidence of various aspects of pupil growth and development. The grading system is explained on the computerized report card itself. Parents are asked to sign a verification form that will accompany the report card to ensure that all families are aware of a student's current progress.

**** As mandated by the Diocese of Cleveland, Standards Based Grading will be implemented for grades K & 1 this school year. In 2024-2025, SBG will be utilized for grades K-3. Classroom teachers will address this approach at Parent Information Night at the start of the school year. Students in grades K and 1 will receive a report card specifically designed for Standards Based Learning/Grading.***

The Grading Scale is as follows:

Grades K & 1:

3 = Mastered: Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.

2.5 = No major errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content.

2 = Developing: Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.

1.5 = Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.

1 = Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0

Blank = not assessed in the grading period

K and 1 will use **O/S/N for Work Habits**.

Grades 2 – 8: A+ (100-98); A (97-95); A- (94-93); B+ (92-90); B (89-87); B- (86-85); C+ (84-82); C (81-79); C- (78-77); D+ (76-75); D (74-72); D- (71-70); F (69 and Below)

Effort and Conduct: O, S+, S, S-, N (U is no longer being used in K-8)

PLAGIARISM

Is defined as using another person's ideas and words without clearly acknowledging the source of the information. Plagiarism will not be tolerated, and a zero or "F" will be given to any essay, research paper, or project which violates this policy. Behavioral consequences will also be followed.

ARTIFICIAL INTELLIGENCE (AI) POLICY (NEW Diocesan Policy effective 2023-2024)

Intent

Students may, in the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct:

Students shall:

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such case students must following the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

Instructors will:

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

PARENT-TEACHER and STUDENT LED CONFERENCES

Parent-Teacher conferences are mandatory at the end of the first grading period in grades K through 8. A second semester conference may be scheduled by the teacher and/or parent/guardian. Any other conference necessary to discuss academic or behavior concerns can be arranged as needed. All conferences can be scheduled with the teacher by making an appointment via phone or written request.

At the end of the 1st quarter, **K-4 will follow a traditional parent-teacher conference** model and **Grades 5-8 will hold student-led conferences** where both parent(s) and student will meet with the homeroom teacher at prescheduled conference times.

Parents should always consult a teacher before contacting the principal in all matters pertaining to the student's academic or behavior concerns. If the matter is not then rectified, the teacher and/or parent should consult with the principal for guidance. These conferences help the teacher and parents reach a mutual understanding regarding the students and their progress, strengths, and weaknesses.

Conferences cannot be held between the hours of 7:30 am and 2:15 pm, when the teacher has the responsibility of the students in the classroom. All parental conferences with the teacher, principal, or pastor will be conducted with respect for all parties present.

STANDARDIZED TESTING

Standard tests are given in accordance with the Diocesan recommendations. MAP testing (Measures of Academic Progress) are given in September, January and May to students in grades K to 8. These tests measure a student's achievement level at different times of the year to measure individual, class, and school-wide growth.

The individual and classroom results in defined categories are considered confidential information. As applicable, parents will receive a printed report of their individual child's MAP test results. Please refer to your child's homeroom teacher for any additional explanation or assistance in reviewing the individual results.

KINDERGARTEN SCREENING

Before entrance to the Academy of Saint Bartholomew, incoming kindergarten students **may be** required to take part in some type of assessment screening along with an assessment of their pre-school reports. This usually occurs in March or April prior to the entrance of school.

PROMOTION AND RETENTION

Promotion is based on the satisfactory completion of the respective grade level work. In individual cases, additional school work during the summer may be advised if the principal and teacher, after discussion with the parents, determine it to be in the best academic interest of the student.

Retention is considered in individual cases after thorough discussion by the teacher, parents and principal. Consistent with the Ohio Revised Code it is the principal, after consultation with teachers and parents, who makes the final decision as to the promotion of students. (Secretariat for Education Policy 5116) Parents will be notified in due time if a student is being considered for retention. If a parent does not agree with the school's decision for retention, placement in another school may need to be considered.

AUXILIARY SERVICES

Through funds provided by the State of Ohio and Federal Government for students attending nonpublic schools, the following services **may be** available:

- School Psychologist/Guidance Counselor
- Intervention Specialist
- School Nurse and Health Aide
- Speech Therapist
- Title I Teacher
- Gifted/Enrichment Teacher

HEALTH SERVICES

MEDICATION

This policy is effective for prescription and nonprescription medicines, including cough drops. If it is necessary for your child to take any medication during school hours for any length of time, please use the Request for Administration of Medication form provided to you at the beginning of the school year. Additional forms are available from the school office.

The medication must be in the original container and have an affixed label including the student's name, name of medication, dosage, and time of administration. The form must be signed by a licensed physician and be kept on file while the medication is being dispensed. *NO MEDICATION WILL BE ADMINISTERED BY CLINIC PERSONNEL WITHOUT THIS APPROPRIATE FORM AND INFORMATION FOR ITS ADMINISTRATION.*

IMMUNIZATION

Students' immunization records must be up-to-date. According to Section 3313.671, on the 15th day after school entrance, it will be necessary to exclude all pupils from school who do not comply with up-to-date immunizations. The school nurse will check the records to make sure all students are in compliance with the immunization requirements.

CHILD CHOKING

Signs with directions on administering first aid for choking in both adults and children are posted both in the cafeteria and all classrooms.

CONTAGIOUS DISEASES

If you suspect your child has strep throat, lice, or other communicable disease, please contact your physician and the school office. Students should not return to school until they have been on medication for 24 hours.

When your child returns to school after an illness, please do not request permission for him/her to stay inside at recess due to the illness. If your child is too sick to go outside for this period, he/she is too sick to be in school. Please use caution and keep them home.

DISMISSALS DUE TO ILLNESS

During the school day, a child who is ill or injured and needs to go home, will wait in the school clinic until the parent/guardian arrives. Parents or the person listed as being responsible in a medical emergency will be called by the office and notified of the child's condition. The child will be picked up at the school clinic and signed out by the parent or other responsible party.

OTHER SITUATIONS

If your child has the unfortunate accident of a bone fracture or break which inhibits them from total mobility while in the school surroundings, a note from the physician treating your child is necessary. The note from the physician or emergency room doctor, if applicable, should clearly state the physical movements/actions your child should not partake in and for what time period. The physician's note and directions must accompany your child upon return to school, and the child must meet with the school nurse or health aide before returning to the classroom.

Parents will be notified by note from the clinic staff when their child was seen in the clinic for any complaint or injury. If your child has experienced any type of head injury, the clinic staff will call the parent or guardian at home to explain the degree of head injury. If the parent is unable to be reached at the home or at the first listed phone number on the emergency information card, a call will be placed at either parent's or guardian's place of employment.

If ever an emergency exists, due to any serious injury or illness of a child, 911 will be called, and the child will be transported to the hospital closest to the school. The principal (or other adult designated by the principal) in the parent's absence will stay with the child until the parent or guardian appears.

Wellness Policy

In compliance with the law required by the State of Ohio, Senate Bill 210, the Academy of St. Bartholomew has set in place the following Wellness Policy. We recognize that good nutrition and regular physical activity affect the health and well being of our students. We encourage parents and staff to support us by providing nutritious meals and snacks as well as increased physical activity both during school and at home.

Nutrition education shall be included in the Health curriculum as designated by grade through the Cleveland Diocese Graded Course of Study. Parents and staff are asked to assist in implementing healthy eating habits by providing healthy snacks for school

Food Allergy Guidelines

If your child has an allergy to anything that may be consumed or brought to the cafeteria during lunchtime or snack time, please make the clinic aware by the first day of school. Below is a listing of the responsibilities set forth:

Parent Responsibilities

- a) Provide the school with up-to date information regarding child's allergy as soon as possible.
- b) Participate in developing an Allergy Action Plan with the child's doctor to be sent to the school nurse/health aide.
- c) Provide appropriate medical documentation and medication to the school nurse/health aide including the Allergy Action Plan and a current photo for proper identification.
- d) Communicate concerns to the school as those concerns arise.

Student Responsibilities

- a) Take as much responsibility as possible for avoiding allergens.
- b) Avoid trading or sharing foods.
- c) Wash hands before and after eating.
- d) Learn to recognize symptoms of an allergic reaction
- e) Promptly inform an adult as soon as an accidental exposure occurs or symptoms appear.
- f) Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.

UNIFORM DRESS CODE

Dress uniforms for every day wear are to be purchased from Schoolbelles. However, oxford shirts and pants can be purchased at your local department or children's store if so desired. Refer to the styles shown in the Schoolbelles' catalog. Schoolbelles is the uniform company used by the Academy of Saint Bartholomew and is located on the west side of Cleveland. The company has an excellent replacement policy and will exchange merchandise that is incorrectly sized for your child. A catalog is sent home with each registered child in the spring.

SCHOOL UNIFORM POLICY

All students are expected to dress and groom themselves neatly in well maintained, clean clothes that are outlined in the following dress code.

BOYS DRESS CODE

Pants: Grade K-8: Solid navy, black, or khaki colored dress twill pants.

Belts: Grade K-2: No belts required. If opting to wear a belt, it must follow the same criteria as Grades 3-8.

Grades 3-8: Belts must be worn with pants and shorts (seasonal). Belts must be a solid pattern in brown, black, or navy.

Shirts: Grade K-8: Solid white, red, or navy polo shirt with short or long sleeves. Shirts need to be tucked in at all times. No colored t-shirts may be worn under shirts, solid white undershirts are allowed.

Sweaters: Long-sleeved crew neck pullover or cardigan sweater or sleeveless v-neck pullover (vest) in a solid white, red or navy may be worn over the polo shirt.

Sweatshirts: The ASB logo sweatshirt may be worn in lieu of a sweater or vest, over the polo shirt. Hoodies are NOT permitted.

Shoes: Leather, suede, or canvas shoes are acceptable in solid brown, black, gray or navy. Style of shoe: loafer, oxfords or boat shoes with scuff resistant, non-marring soles. Heels should be no higher than one inch. Laces must be tied and the same color as the shoe.

NOT ACCEPTABLE for school: sandals, high tops, boots or boot-style, athletic shoes (other than PE days). No cleats are permitted on any type of shoe.

Socks: Solid navy, black, white, gray or khaki colored socks can be worn. No argyle or other patterned dress socks are permitted.

Jewelry: One non-beeping wristwatch is acceptable. Necklaces and bracelets are limited to one

(1) plain or religious type only (medal or cross), but are not to be worn on PE days. The teachers have the right to ask for the jewelry to be removed if it is distracting from student learning. No body tattoos, body jewelry or earrings of any kind are acceptable.

Hair: Hair is to be clean and neat and worn in a conventional, conservative style at all times. Length is to be above the shirt collar. No shaved hairstyles are allowed. No dyed, streaked, or highlighted hairstyles are permitted. If applicable, boys need to be clean shaven/no facial hair.

Some of, but not limited to, the inappropriate school hair styles for boys are: buzz designs, lines, steps, or other hair cuts/styles or dyed/colored hair is not permitted. No part of the head may be shaved, no symbols, signs, etc. may be cut into the hair. Students will have no more than 72 hours to correct any inappropriate hair style.

GIRLS DRESS CODE

Uniform: Regulation uniform jumper and skirt are to be purchased from Schoolbelles. There are two jumper and skirt styles to choose from. These are shown in the Schoolbelles' catalog. Jumpers and skirts are to be no shorter than 2 inches above the knee, measuring from the front and behind of the knee cap.

Grade K-4: Tartan red plaid jumper

Grade 4: Select between jumper and skirt based on student growth and transition between primary middle school.

Grade 5-8: Tartan red plaid skirt.

Shirts: Grade K-4: Solid white, red, or navy polo shirt or turtleneck with short or long sleeves worn under jumper. Shirts must be tucked into jumpers at all times. No colored t-shirts may be worn under polos, solid white undershirts are allowed.

Grades 5-8: Solid white, red, or navy ribbed bottom/banded polo shirt with short or long sleeves. Any Grade 4 girl opting to wear a skirt instead of the jumper needs to wear a ribbed bottom/banded polo shirt. No colored or patterned t-shirts or undergarments may be worn if they are visible through or hang below the polo shirt. Solid white t-shirts are permitted under the polo.

Sweaters: Long-sleeved crew neck pullover or cardigan sweater or sleeveless v-neck pullover (vest) in a solid white, red or navy may be worn over the polo shirt. (No monograms required on sweaters.)

Sweatshirts: The ASB logo sweatshirt may be worn in lieu of a sweater or vest, over the polo shirt. Hoodies are not permitted.

Pants: Grades K-8: Twill dress slacks in the colors of navy, black, or khaki can be worn in lieu of the uniform jumper or skirt. A brown, black, or navy belt must be worn with pants for any Grades 3-8 girl if she is wearing a non banded polo. If wearing a banded polo with pants, no belt is required. 'Skin tight' dress pants are not permitted. No boot cut styles or jean styles can be worn. Pants must be the style as shown in the Schoolbelles' catalog.

Grades K-8: Navy or black leggings can be worn under the uniform jumper or skirt. Leggings are not permitted as an alternative to uniform pants, jumper or skirt.

Shoes: Flat leather, suede or canvas shoes in plain black, brown, gray or navy in the style of loafer, oxford, boat shoe, as well as black and white or navy and white saddle shoes with no more than a one and a half inch heel and half inch sole or platform sole. Shoes with laces, must be tied at all times and be the same color as the shoe.

NOT ACCEPTABLE for school: sandals, moccasins, high tops, boots, boot style, jellies, clogs, or athletic shoes (other than PE days). No colored or patterned shoelaces are allowed. No cleats are permitted on any type of shoe.

Socks and Tights: Socks may be crew (having more than a 3 inch neck), bobby or knee socks in solid white, red, navy or gray. Solid colored cable knit or opaque tights in white, red, navy or black can be worn under the jumper or skirt.

Jewelry: One non-beeping wristwatch is acceptable. Necklaces, bracelets and rings are limited to one (1) **plain** or religious type only (medal or cross). Stud earrings are permitted. No more than 1-2 piercings per ear are permitted. Jewelry should not be worn on PE days. For safety reasons, no ankle bracelets, no charms on shoes, no dangling or hoop earrings, or more than one plain/religious type necklace, bracelet, or ring will be permitted. The teachers have the right to ask for the jewelry to be removed if it is a distraction from student learning. No body tattoos or body jewelry of any kind is appropriate.

Hair: Hair must be clean and neatly styled and not restrict vision (over eyes). Unusual, drastic hair cuts/styles (such as extension) or dyed/colored hair to any extent are not permitted. Only natural highlights are permitted. No part of the head may be shaved, no symbols, signs, etc. may be cut into the hair. No triangle scarves can be worn on the head. Only plain colored headbands and clips (navy, brown, gray, red, black or white) or Schoolbelles plaid are permitted. Students may be asked to remove hair decorations at the discretion of the teacher. Hair glitter of any kind is never permitted. Students will have no more than 72 hours to correct any hair style or color infraction. School policy will be followed regarding the appropriate consequence.

Cosmetics: K-8 girls are permitted to wear clear or light colored, pastel nail polish. Cosmetics, of any kind, which include tinted lip gloss, mascara, eye shadow, french manicures or artificial (gel/acrylic)nails are not acceptable in any grade. Students will be sent to the restroom to remove all makeup and the clinic to remove unapproved, colored fingernail polish. Artificial nails must be removed before returning to school the next day.

K-8 Boys and Girls:

If chapstick or lip ointment is brought to school, it must remain in the child's book bag and cannot be applied during class time. If needed for medical purposes, lip ointment should be brought to the school office or school nurse with a note from the parent indicating usage.

No aerosol spray cans or bottles of cologne/perfume may be brought to school.

SUMMER UNIFORM ALL STUDENTS

Walking Shorts: navy or khaki dress walking shorts, as shown in Schoolbelles catalog, will be permitted during the warmer school days starting with the first day of school until September 30th and then from May 1st until the last day of school.

Walking shorts/summer uniform may be worn on Mass days. The shorts are to be worn at the natural waist and not below. No baggy shorts or underwear showing will be permitted.

Tennis Shoes with Summer Uniform: Solid, white, black or navy tennis shoes are permitted during the 'Summer Uniform' period (First day - Sept. 30th, and May 1st - last day).

DRESS DOWN DAY GUIDELINES

Logo sweatshirts (red logo) may be worn.

Shirts: no inappropriate writing, no sleeveless, low cut, or crop tops.

Girls: bermuda shorts, basketball shorts (long) or capris may be worn Aug. to Oct., and May to June. Legging (solid black or navy) may be worn on dress down days with a long shirt that reaches midthigh.

Boys: cargo style or basketball shorts - First day of school to Sept. 30th and May 1st to last day of school.

Boys and Girls: Jeans or PE sweats can be worn – no ripped, skinny or torn jeans are permitted.

PE acceptable tennis shoes are permitted on dress down days. Jewelry, hair and cosmetic guidelines still apply on dress down days.

On dress down or dress up days, the option to wear the school uniform is always available.

PHYSICAL EDUCATION UNIFORM

The physical education uniform will be worn in Grades K-2 on their assigned gym day. They are to wear the uniform in lieu of their daily dress uniform. As needed, parents will be notified of those dates via the monthly school calendar or newsletter. Luna Marketing are the suppliers for all the Academy of Saint Bartholomew's student uniform needs.

NOTE: The Academy of Saint Bartholomew monogram or logo must appear on all PE shirts at all times. Shirts must be tucked in at all times while in the classroom.

ALL STUDENTS:

T-shirts: Red logo T-shirt purchased from Luna.

No colored t-shirts may be worn under shirts, solid white undershirts are allowed.

Shorts: Black monogram shorts from Luna Team Shop.

Sweatpants: Black sweatpants (with or without school logo) worn over gym shorts will be required for grades K-2 and worn in class from October 1st to May 1st.

Grades 3-8: plain or school logo black sweatpants for those occasions when they may have gym class outside on cool days.

Gym shorts and sweatpants are to be worn at the natural waist, not below it; by both boys and girls. Shorts and sweatpants are not to be worn so that the crotch area of the pants droops down in an overly emphasized fashion. Sweatpants are not to be worn over the athletic shoe heels. Shorts are not to be extremely tight or very short and should be long enough to cover the entire thigh area. At no time should underwear be seen.

Socks: Solid white or black crew style socks. (Crew socks are defined as having more than a 3 inch neck.)

Shoes: Predominantly White, Black or Navy athletic shoes with non-marring soles. Shoelaces should match the shoe color. No colored laces or LIGHT UP shoes are permitted. No high or medium top athletic shoes.

OPTIONAL FOR PHYSICAL EDUCATION CLASS:

Sweat Shirts: red logo sweatshirts from Luna Team Shop.

CODE OF CONDUCT AND DISCIPLINE

Academy of Saint Bartholomew students are expected to conduct themselves in a Christ like manner at all times. Enrollment as a student of the Academy of Saint Bartholomew implies the willingness of both parents and students to comply with the policies and regulations of the school. Children are expected, by their actions and their speech, to contribute to our goal of a safe learning environment by reinforcing the values of politeness, respect for themselves and others, courtesy, and self-discipline. Students must refrain from any action that may endanger their health or that of others, that may disrupt others from learning, that may show disrespect for other students or adults, or that may damage or destroy school or personal property.

Harassment, intimidation, or bullying behavior by any student/school personnel at the Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with HB 276 may mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, PDA's, or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

An act of misconduct by a student on school/parish premises or off school premises at any school sponsored activity, or when the school can be identified, shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to written or verbal warning, conduct referral(s), detention(s), suspension(s) and/or expulsion. Discipline may be administered by any teacher, aide, or substitute, or in the case of suspension or expulsion, only by the principal.

Discipline for any act of misconduct, bullying, aggressive behavior, use of foul language, etc. taking place during a parish sponsored sporting event will be determined by the coach, the parish's athletic association director and board, applying the guidelines set by that association. The Academy's guidelines for responsible behavior as listed can be used as a guideline for Christian behavior.

ALL Students are responsible for:

- Accepting responsibility for his/her actions.
- Showing respect for the members of the faculty and staff, volunteers of the school and parish.
- Taking proper care of books, desks, and other school property.
- Developing a basic attitude of thoughtfulness, consideration, and courtesy towards all.
- Knowing what behavior is expected and following the rules and regulations of the classroom and the school.
- Actively and attentively participating in class, assemblies and school gatherings.
- Completing and turning in all subject assignments on time in a neat, age appropriate manner.
- Showing proper respect in church, which includes singing, responding and being reverent and quiet at the appropriate times.
- Adhering to the dress code as stated in the handbook and always displaying a neat appearance.
- Refraining from using language of a profane or vulgar nature.
- Attending school regularly and on time.
- Reading the student handbook and discussing it with their parents.
- Following the rules of the Transportation Department of the city transporting the student.
- Behaving in a Christ-like manner.
- Refraining from use of any type of illicit substance.

Corrective Measures for Infractions:

- Personal interview between teacher and student.
- Communication with parents by telephone or note from the teacher.
- Conduct Referral form sent home and to the school office.
- Loss of minor privileges.
- Issuance of a Detention (grade 3 starts in second semester: grades 4 - 8)
- Any consequence that is listed on the child's Classroom Policies in regard to conduct
- Sending the pupil to the principal which may result in a phone call home.
- Conference with parents, teacher, student, pastor and principal. Behavior contract for the student.
- Suspension or expulsion from the school.
- A request for psychological counseling may be in order at any time.

CLASSROOM POLICIES

Each classroom teacher will have a set system of implementing the school discipline policy. Parents and students are made aware of the specifics at the beginning of each school year during the Parent-Teacher evening held during the opening of the school year. Each teacher, which includes the music, art, Spanish, and physical education teachers, will establish classroom rules that complement the school philosophy and Code of Conduct. Students who disrespect and or do not honor classroom policy will receive consequences for their behavior choices. These consequences may be detention, suspension and or expulsion.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

At the start of the school year, staff will review the ASB Student Promise with each student. The Student Promise is based on the charisms of St. Bartholomew and meant to set expectations in a positive manner. Families will review the Student Promise with their student and each student will sign the form as an understanding of expectations.

Students are expected to adhere to the Code of Conduct and Dress Code policies as stated in the Family Handbook.

Grades 5- 8 will follow a specific, coded system that recognizes positive student choices as well as setting gradual consequences for negative choices. Behavioral infractions will be logged in FACTS by the homeroom teacher at the end of each school day. A letter containing the details of the junior high system will be shared with families at the start of each school year to be reviewed and signed.

DETENTIONS - GRADES 3-8

Detentions are given to students in Grades 3-8 (grade 3 detentions start in the 2nd quarter) for disregard in following school policy. If a child receives a 'discipline violation' notice in FACTS, the parent/guardian should discuss the infraction with the child. There is no form sent home to be signed and returned, but parents may reach out to the teacher if questions arise. Detentions will be served in Grades 3-4 and 5-8 from 2:30pm-3:15pm on T-Th. Days will vary based on the assigned teacher's schedule.

Parents are to make arrangements for their child's transportation home. Detention serving students will not have admission to the After Care Program. Detentions are given for more serious infractions. Prior to the issuance of any consequence, teachers and staff members investigate the situation, therefore; detentions and other consequences for misbehaviors, policy infractions, etc. are not given unless warranted. If questions arise regarding the issuance of a detention, the parent/guardian needs to discuss the situation with the teacher or staff member who issued the detention.

Enrollment of a child into the Academy of Saint Bartholomew implies the willingness of both parents/guardians and student to comply with the policies and regulations of the school. Detentions are not to be taken lightly since they are the consequence for actions based on loss of self-control and disrespect for persons and/or property. Disrespectful behavior may be shown through gestures (non-verbal) or verbal comments. Courtesy and good manners are required by all.

Detentions and/or suspensions are given for more serious disruptive or disrespectful behaviors that occur any time throughout the required school day, *such as, but not limited to:* disrespectful behavior toward another student, teacher, staff member or lunch monitor, bullying or any form of harassment, swearing/cursing at the person, refusal to follow school policy when reminded, physical contact with another in a *violent manner*, failure to comply with Acceptable Use Policy, repeated violation of lunch/recess rules, damage to or destruction of school or personal (another student's or staff member's) property (parents will be financially responsible for replacing all damaged or destroyed property); chewing gum during school hours or while on the school/parish campus; disruptions in the classroom, lunchroom, or other areas of the school/parish campus in an angry or violent manner, verbally or non-verbally; excessive talking in class; loud talking, yelling in the cafeteria at lunch or in the classroom during inside recess; consistent failure to complete or hand in class work; a negative/poor attitude that disrupts others through students actions.

SUSPENSION AND/OR EXPULSION

The principal has the right to suspend or expel a student from school for repeated violation of school policies or for any single major infraction taking place during the school day, school co-curricular activity, or school sponsored event, *which* may include but is not limited to the following:

Vandalism; theft; leaving school without permission at anytime; threat to another student, school employee or volunteer; peer harassment(bullying); intimidation of other students, teachers and staff members; sexual harassment or sexual violence; smoking, sale, attempted sale, use of, or carrying smoking materials; possession, use of, attempted use, sale of fireworks, knives, sharp (cutting) objects, firearms, beepers, stun gun, or other electronic devices; use of, possession of, attempted use or sale of, or transmission of drugs, tobacco, hallucinogenic, or alcohol related materials; use of, possession of, transmission of dangerous materials (or look-a-like materials) that are capable of inflicting harm (weapon), gun, objects designed to expel air, or gas; deliberate defiance or gross disrespect, physical acts of violence towards any student or adult to and from school; repeated acts of misconduct; any involvement to any degree in any gang, and any act that could seriously endanger the safety of others that the principal deems severe.

Disciplinary action will be determined by the pastor, principal and sponsoring organization chairperson when a child is identified as a student of the Academy participating in a parish sponsored activity, who commits a serious act of misconduct that could jeopardize the reputation of the school and/or parish. The infraction may include the following: deliberate defiance, gross disrespect, physical act of violence towards any other student or adult or any act that could seriously endanger the safety of others.

If strong corrective measures are needed, the principal with the approval of the pastor/ecclesiastical liaison may employ suspension. The parents will be immediately notified regarding the reason and duration of the suspension. The pupil will be removed from the classroom setting until a conference is held that day with parents/legal guardians. The pupil will be given the opportunity to present the facts related to the case as he/she sees them. A suspension is the exclusion of a student from his/her class for a specified time, and can be in-school or out of school. The child will be required to do regular school work during the suspension. The act of suspension or expulsion *may* exclude the student from any field trip occurring thirty days after the suspension takes place or any extracurricular activities that are connected to or sponsored by the Academy of Saint Bartholomew or parish organization during that thirty day period following the suspension. Before the student returns to regular class, a conference with the parent(s)/guardian(s), student, principal, teacher, and school psychologist will be held to determine the conditions of the student's return. A Behavior Contract and/or counseling for the student may be necessary as a condition of return.

The expulsion of a student is a serious matter and will be used only when absolutely necessary. The expulsion of a child is a serious matter and is ordinarily preceded by suspension until all facts are reviewed. Contact will be made with the designated diocesan person (legal office) when contemplating expulsion. Notification of the event will be made to the parents and pastor by the principal. A conference shall be held with the parent(s)/guardian(s), teacher(s), principal and pastor before expulsion.

After consultation, the principal and pastor will be the persons responsible for the decision to expel a student. This decision is the right and responsibility of the principal and/or pastor. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. All matters involved in any disciplinary action are confidential.

ELASTIC CLAUSE:

Because it is impossible to foresee all problems which arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit, mission, and philosophy of the Academy of Saint Bartholomew even though not specified under conduct and discipline. The guiding principle is to insure a safe, nurturing environment conducive to learning. The definition of what constitutes serious behavior is determined by the administration with assistance from Diocesan guidelines. The order in which steps are taken in following the school's disciplinary actions are determined by the administration and when necessary by a faculty member, as deemed necessary for the circumstance at hand.

ADDITIONAL POLICIES FOR THE SAFETY OF STUDENTS AND STAFF

POSSESSION OF FIREARMS/WEAPONS

Any student apprehended on school property in possession of a firearm will be reported to the Middleburg Heights Police Department. Parent(s)/legal guardian(s) will be notified immediately of this action. This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive or incendiary device or object capable of inflicting death or serious bodily harm, and designed or specifically adapted for use as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type, this prohibition also includes any pistol, rifle, or other device that uses air- or gas-propelled projectiles, or look-a-like to a firearm.

USE OR ABUSE OF DRUGS OR ALCOHOL

As educators in the church, we strive to provide a drug-free environment, and call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the majority as well as the individual welfare of our students and educators, and that a safe environment for learning must be provided. Alcohol and other drug-related activity endangers the ability to learn and teach, disrupts classrooms, threatens safety, contributes to a climate of fear and disregard for authority, and may put nonusers at risk of being involved (inadvertently) in illegal acts. Prevention programs have been and will continue to be implemented at all grade levels.

It is forbidden for any student to manufacture, distribute, dispense, possess, use, consume, attempt to use, or be under the influence of, any alcoholic substance, any intoxicating, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, inhalants, barbiturate, marijuana, vapes or any other controlled substance, in the school setting, as defined by federal or Ohio law or rule. School setting includes any school building or any school premises, any vehicle used to transport students to and from school and school activities off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the school's policies for performance and behavior, school authorities may hold penalties in abeyance if students and their parents/legal guardians demonstrate willingness to seek appropriate counseling/assistance. Where violations of the law are involved, the local Middleburg Heights Police Department will be notified.

No alcoholic beverage or illegal drug-type substance will be used by any adult in the presence of our students or at any school or school organization sponsored event when students are present. The Academy of Saint Bartholomew will promote, enhance, and maintain a drug-free environment through prevention programs and enforcement of the drug and alcohol policy.

THREATS TO ANY ONE PERSON OR GROUP

A threat to do serious *harm or injury* to any individual will be taken seriously. The person hearing the threat should report it immediately to the principal or teacher. The matter will be thoroughly investigated. Legal Counsel will be sought from the Diocesan attorney and all directives will be followed. All matters and information gained during the investigation will be kept and remain confidential.

The student accused of making the threat will be kept under the supervision of a staff member or be kept in the principal's office. The parent of the child making the threat will be telephoned and asked to immediately come to the school. In the event that the directive warrants a call to the police, the parents of the student making the threat will be informed of that action. The student making the threat will be suspended and not be considered for readmission until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). The evaluation shall comply with the provision of ORC 2305.51.

In the event that a child is identified as a possible victim either through verbal or written communication from the child making the threat directly to another child or staff member, the police will be called and the parents of the child receiving the threat will be notified. Counseling shall be made available to any child who is the recipient of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

Readmission of the suspended student would be determined by the pastor and principal after the results of the mental health evaluation/risk assessments have been thoroughly reviewed.

All investigations of harassment, sexual violence, threats, violence, drugs, tobacco, weapons or other Code of Conduct violation are confidential to the extent possible, and those individuals, including parents and students, who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

HARASSMENT/BULLYING:

The Academy of Saint Bartholomew is firmly committed to the sanctity of human life and the inherent dignity of the human person. All members of the school community have an obligation to promote mutual respect, tolerance, and acceptance. For this reason, and in keeping with the goals and objectives of Catholic education, the Academy of Saint Bartholomew expressly prohibits bullying in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive attitudes and respect for others.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Academy of Saint Bartholomew is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bully," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate.

Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating or hostile conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group, cyberbullying on school computers.

Allegations of harassment (as defined above) are to be reported to the teacher and the principal. An investigation of the report will take place. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary action will be taken. This will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

The Academy of Saint Bartholomew will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
 - a. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - b. Sending abusive or threatening instant messages;
 - c. Using camera phones to take embarrassing photographs of students and posting them online; and,
 - d. Using Web sites to circulate gossip and rumors to other students;
 - e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.
6. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
7. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/principal conference,
- written warning/reprimand and parent notification, entered into the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.

2. If the harassment does not stop, or the alleged victim does not feel comfortable confronting the harasser, the individual should:
 - a. Tell a teacher, counselor or principal; and
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - i. What, when and where it happened;
 - ii. Who was involved;
 - iii. Exactly what was said or what the harasser did;
 - iv. Witnesses to the harassment;
 - v. What the alleged victim did.

Complaint Procedure: *The Academy of Saint Bartholomew expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11)*

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident subject to the provision of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. The principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint. Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form. Information received during the investigation is kept confidential to the extent possible.

The Academy of Saint Bartholomew prohibits retaliatory behavior against any complaint, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure: *It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The principal will also receive a copy of the findings from the investigator.*

Resolution of the Complaint: *Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination or any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.*

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.
- If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY:

The Academy of Saint Bartholomew is firmly committed to providing a safe, positive learning and working environment for everyone in the school. In keeping with the goals and objectives of Catholic education, the Academy of Saint Bartholomew expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment defined: For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Sexual Violence: Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will also be contacted immediately in these situations. Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law. In these cases, the Department of Human Services and the police will be contacted immediately.

SEARCH AND SEIZURE: The principal and pastor have the right to search and seize any item, personal or otherwise, that is on school property if there are "reasonable grounds" that the search will turn up evidence that the student broke a school rule. All property of the school, including students' desks, lockers and their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property. Search must be reasonable and justified. Police and parents may be notified if a situation warrants.

ADDITIONAL DIRECTIVES

The Academy of Saint Bartholomew may issue additional directives regarding safety and security plans periodically throughout the year. **Parents are asked to keep all information current.**

If a situation arises during the school year, which is not covered in the ASB Family Handbook, the Principal and Pastor have the right to modify or revise all school policy as deemed necessary.