

ST. BENEDICT



We are called to be Saints.

2018-19 Theme

**Student and Parent
Handbook / Calendar
2018 - 2019**

2018 - 2019

FACULTY/STAFF DIRECTORY

PASTOR: Fr. Paul E. Hrezo, 701 Gomber Avenue, Cambridge, Ohio 43725 740-432-7609
PRINCIPAL: Susan Sanders, 220 North 7th Street, Cambridge OH 43725 740-432-6751 x102
SCHOOL CHAPLAIN: Fr. Jonas Shell 740-432-7609

TEACHERS/STAFF

Preschool Associate Director Audra Carpenter Kindergarten Holly Marsh 1st Grade Chelsea Callahan 2nd Grade Dawn Sandidge 3rd Grade Sarah Klinger 4th Grade Anne Popp 5th Grade Judith Jones-Hayes 6th Grade Homeroom Kayla Hanson 6th, 7th & 8th Literature & Language Arts 7th Grade Homeroom Monica Hecker 6th, 7th & 8th Science 5th & 7th Religion 8th Grade Homeroom Aaron Daniels 6th, 7th & 8th Social Studies 6th & 8th Religion K - 8th Physical Education	Math Interventionist Sister Jan Villemure 6th - 8th Math Computer Teacher Kaycee Barnett Intervention Coach, Algebra 1 Music Sister Carol Juckem Library Sister Helen Marie Paul Tech Coordinator Lisa Cunningham Secretary Lynn Padden Office Aide Sister June Smith Nurse Susan Kuklica Clerk Stacy Mathews Title I Angie Ferrell Maintenance Bob Stoner Custodian Karen Yeagle Food Service Director Katherine Finley Cafeteria Manager Vicky Clagett Cafeteria Staff Lyndi Tidball
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ST. BENEDICT LOCAL EDUCATION ADVISORY COUNCIL

Fr. Paul E. Hrezo, 701 Gomber Avenue, Cambridge, Ohio 43725 740-432-7609
Susan Sanders, 220 North 7th Street, Cambridge, Ohio 43725 740-432-6751
Kelly Jackson, 64022 Mulberry Street, Cambridge, Ohio 43725 740-255-5112
Casey McVicker, 11315 Norwich Drive, New Concord, Ohio 43762 740-891-1325
Adam Sikora, 65495 Highland Hills Road, Cambridge, Ohio 43725 216-244-1387
Cassie Stevens, 1122 Stewart Avenue, Cambridge, Ohio 43725 740-630-8514

SCHOOL CONTACTS

Phone 740-432-6751
Web Site www.stbenedictschool.net

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St. Benedict School Mission Statement

St. Benedict School, as an instrument of the Catholic Church, is committed to teaching Gospel values in a caring atmosphere. We provide an educational experience based on our commitment to **Faith, Academic Excellence, and Character**. Our children learn to live as witnesses of Christ and as responsible citizens in our society.

Statement of Beliefs and Vision

- ✚ We believe we are called to be disciples of Jesus Christ through words, actions, and service to others.
- ✚ We believe in a Christ-centered education that nurtures the formation of the whole person spiritually, emotionally, intellectually, socially, physically, and creatively.
- ✚ We believe that success will be experienced when parents, students, and teachers work together.
- ✚ We believe in achieving high academic standards by accommodating for learning differences.
- ✚ We believe that a positive environment and a caring community are essential to effective instruction and learning.
- ✚ We believe in continuous growth and learning through study, reflection, discussion, and action.
- ✚ We believe parents are the primary educators of their children, and that we work cooperatively with them to build on that foundation.

St. Benedict School Objectives

- 1) To lead the child to an awareness of God in order that he/she may know, love and serve Him, and thus be united with Him in eternity.
- 2) To assist parents in fulfilling their right to educate and form the basic values of our Catholic Faith.
- 3) To instill in the child a respectful attitude toward himself/herself, others and all forms of life.
- 4) To teach the whole child, being attentive to his/her spiritual, moral, academic, psychological, and social needs.
- 5) To awaken in the child a sense of pride and responsibility and a spirit of interdependence toward his/her role as a citizen of our democratic society.
- 6) To adhere to the school policies as stated in the Diocesan HANDBOOK FOR SCHOOLS.



Students shall have their parents'/guardians' permission to stay after school for any reason. This is to insure the safety of each student.

Daily Schedule

- | | |
|-----------------|------------------------------|
| 8:10 a.m. | First bell rings |
| 8:15 a.m. | Classes begin |
| 10:00 a.m. | Recess for K, 1, 2 |
| 10:20 a.m. | Recess for 3, 4 |
| 11:15 a.m. | Lunch for K, 1, 2, 3 |
| 12:00 p.m. | Classes resume K, 1, 2, 3 |
| 12:00 p.m. | Lunch for 4, 5, 6, 7, 8 |
| 12:40 p.m. | Classes resume 4, 5, 6, 7, 8 |
| 1:45 p.m. | Recess for K, 1, 2 |
| 2:00 p.m. | Recess for 3, 4, 5 |
| 3:00 p.m. | General dismissal |

SCHOOL POLICIES, REGULATIONS AND PROCEDURES

1. Absence

- A. Absence is often the main cause for poor performance on the part of the student. It definitely causes a child to lose interest in school.
- B. If your child is absent from school, please call the school office at 432-6751 **before 9:00 a.m. that day**. A child's absence will be **unexcused** if the parent/guardian neglects to call or send in a note to the school explaining a student's illness each day the student is sick. A student shall be considered one half day absent if he/she arrives after 10:00 a.m. or leaves before 1:30 p.m.
- C. Work missed during an extended absence must be made up before a report card is issued. Extended absences may require tutoring or retention.
- D. A child who is sick in the morning shall be kept home. This is to protect others from exposure to fever, colds, etc.
- E. After 4 consecutive days of illness, a child must be seen by a medical professional and provide documentation from the office visit to excuse additional days.
- F. An **unexcused absence** is defined by ODE as any absence for a family vacation, doctor or dentist appointment without a school excuse from the office, any absence without appropriate notification from the parent/guardian, and any school suspension.
- G. 3 days of unexcused or 10 or more days of excused absences will result in written notification from the principal and may result in recommendation for counseling with the Guernsey County Elementary Truancy Officer.

- H. Cumulative throughout the school year, **10 tardies will become 1 unexcused absence** in a student's permanent record. (See section on *Tardiness*, 6F)

2. Admission and Registration

Following Diocesan Guidelines for Admission to Catholic Schools, first priority is given to children of active members of Christ Our Light Parish.

- A. A child entering Kindergarten must be 5 years of age by August 1.
- B. The registration of Kindergarten and new students takes place in March and April. Every Catholic child not baptized at St. Benedict Church must present a baptismal certificate at the time of registration, along with birth certificate, social security number, and immunization records.
- C. St. Benedict School does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its admission or educational policies.
- D. A student who withdraws from St. Benedict School to attend another school shall not be considered for re-admission to St. Benedict School for one full semester.
- E. Each student requesting admission to St. Benedict School from a public school is asked why they are transferring. The principal shall contact the public school officials so a decision can be made about their acceptance. Each case is handled on an individual basis.

3. Announcements

All announcements or information needing parent/guardian attention shall be sent with the youngest child in each family. When the brown envelopes are sent home we ask the parents **to sign the envelope** and return it to school the next day. In addition, email and a communication app will be used to relay information and reminders.

4. Appointments

- A. Please schedule doctor/dental appointments and similar engagements outside of school hours, if at all possible.
- B. Outside of the regularly scheduled Parent/Teacher conferences, you are welcome and encouraged to contact a teacher if a problem arises. Even though the teachers are asked to remain until 3:20, this time is often filled with meetings and other school-related activities. Therefore, if you wish to meet with a teacher, please call to make an appointment.

5. Arrival / Inclement Weather

Students who must arrive at school before 8:00 a.m. are to go directly to the social hall.

- A. Those who arrive after 7:55 a.m. are to go directly to their homeroom. Supervision is provided.
- B. If inclement weather conditions exist, parents are asked to listen to the local radio stations for announcements pertaining to school operations. We normally follow the decisions made by Cambridge City Schools.
- C. Morning and afternoon recess is provided in grades K through 5. The length of the recess time is only 15 minutes. Therefore, children are expected to go outside on days when recess is scheduled, prepared for weather conditions.

6. Attendance

- A. We strongly urge regular attendance throughout the year for every student. Attendance at classes is a basic requirement for academic success. On this basis a school is justified in refusing credit to any student who misses 30 days, whether the absences are excused or unexcused.
- B. When a student becomes ill during school hours, he/she shall not leave before reporting to the office or the school nurse. The parents/guardians shall be notified, and they will be responsible for taking the student home.
- C. A contagious illness such as measles, strep throat, chicken pox, etc., shall always be reported to the school, who then must report it to the Health Department. The Health Department will decide when the student is ready to return to school.
- D. St. Benedict School has a no-nit policy. Students who have head lice will be sent home. They may not return to school until they are checked and given a note at the Health Department.
- E. Release of Students from School:
 - 1. Only the Principal or her delegated representative may give permission for absences other than illness.
 - 2. In case of emergency, the Principal shall send a student home after the parents/guardians have been notified.
 - 3. Early dismissal shall be granted by the Principal when presented with a written request. This type of permission should be requested infrequently. Parents/guardians must sign out in the office when removing their child from the school during school hours.

4. Parents are discouraged from taking students on extensive vacations during the school year. If such a vacation is decided upon, the Principal and teacher(s) must be informed in writing ahead of time. Work missed shall be given to the student upon his/her return. Parents shall be responsible for insuring the completion of this class work.
5. In order for school personnel to responsibly keep their legal duty of care and supervision, students are not permitted to leave the school grounds once they arrive. St. Benedict School has a closed campus.

F. Tardiness

1. To be late for class may upset a child, and therefore interfere with school progress. Tardiness is an injustice to the teacher and other students who are disturbed after class has begun.
2. Students are asked to be in school no later than 8:10 a.m. They shall be considered tardy if they arrive after the 8:15 bell. Late bus arrival does not constitute tardiness.
3. Parents must sign in any students who arrive after 8:15 at the main office.
4. If a student is tardy more than 5 times in a quarter, a letter will be sent home. If tardies continue, the principal will contact the parents/guardians by phone.
5. Ten (10) tardies will become one unexcused absence in a student's permanent record.

7. Breakfast Program

A federally subsidized breakfast program is provided for students attending St. Benedict School. Free breakfast is offered to those who apply and qualify. Students should arrive by 7:40 if they wish to eat breakfast.

8. Busing

- A. Bus service is provided for St. Benedict Students through the Cambridge City, Rolling Hills, East Guernsey, and East Muskingum School Districts.
- B. For the safety of the children, all bus students will board the bus unless the parents/guardians have contacted the school.
- C. Bus changes need to be communicated to the school by a note or call to the office preferably before 1:30 p.m.

9. Care of Books

Please encourage your child/children to take care of the books they receive as this fosters a sense of responsibility. A book bag or a similar means of protection from weather damage must be provided.

10. Code of Conduct

In living out the spirit of St. Benedict's philosophy of education, our students are expected to contribute to the caring atmosphere of our school by having a respectful attitude toward their teachers, their peers and themselves. As disciples of gospel values they are to be kind, fair, and considerate in all their relationships.

These expectations will become evident by:

- A. A sensitivity to the feelings of others which will help foster a good self-image.

- B. Classroom behavior that will contribute to the teaching and learning process.
- C. Playground behavior that will enable all students to safely enjoy their recess and lunch periods.
- D. The proper use of the school's equipment and property.

Violation of our code of conduct shall be handled in the following manner:

- A. The supervising teacher/staff member shall speak with the student or students involved. If necessary, students may be separated while the issue is resolved.
- B. If not resolved, the Principal shall be asked to intervene.
- C. The respective parents/guardians shall be contacted if the matter is not corrected.

Corrective measures will be:

- A. Determined only after all parties have had a fair hearing.
- B. Explained to the student(s) so they can understand they deserve the correction.
- C. Administered in a fair, reasonable, respectful, and professional manner.

The individual classroom code of conduct shall be established by the teacher and students at the beginning of the school year and shall be in agreement with the above-stated school code.

D. Suspension Procedures

The Principal:

- 1. provides a hearing for the student to review the reason(s) for the suspension;

- 2. determines the number of days of suspension to be assessed to a maximum of ten (10) days;
- 3. informs the Pastoral Administrator of the decision to suspend the student;
- 4. notifies the parents/guardians of the reason(s) for the suspension and the number of days and dates involved; and, that the
- 5. student is responsible for "making up" classwork missed during the period of suspension
- 6. There is no appeal of the Principal's decision to suspend a student.**

E. Expulsion Procedures

The Principal:

- 1. gathers the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and the parents/guardians;
- 2. confers with the Pastoral Administrator for agreement to recommend expulsion;
- 3. recommends expulsion (in writing) to the Diocesan Superintendent of Schools who will conduct a formal review (to the extent needed) of the recommendation and inform the Principal of concurrence or non-concurrence with the recommendation;
- 4. if the Diocesan Superintendent concurs with the recommendation of the Principal, the parents/guardians will be notified in writing by the Principal that the decision to expel is final and the effective date of the expulsion **(there is no appeal of a decision to expel a student); or,**
- 5. if the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement

the recommendation(s) of the Diocesan Superintendent and notify the parents/guardians of those recommendations in writing.

6. All written communication to the parents/guardians will be sent by certified mail.

The Principal may make exceptions to written disciplinary procedures at the building level where in his/her judgement such exceptions are warranted and such exceptions are not in conflict with the Diocesan Handbook for Schools.

11. Discipline

Discipline is a necessary part of everyone's life. A school without rules and order would be chaotic. Just as parents must establish and maintain regulations and practices in their home for good order and peaceful living, so each teacher in school sets up rules and practices for a healthy environment and effective learning. Little things that may easily go unnoticed in a small family group may become a cause for disturbance in a classroom of students. Teachers and parents work cooperatively to address these issues in a positive way.

12. Dress Code

It is our belief that appropriate school attire helps foster a positive learning environment. In line with our objective of teaching the whole child, we know that the social skill of appropriate dress presents our students with an additional learning opportunity.

- A. All clothing shall be clean, modest and appropriate for school. No bare midriffs, tight-fitting clothes, or low-cut tops are appropriate at any time. This includes skinny pants/jeans. Girls' stretchy pants or shorts for gym must not be tight-fitting. No short or long leggings. Approved gym pants can only be worn on gym days.
- B. Students will wear solid-color navy, tan or black pants. Girls may substitute a jumper or skirt of solid-color navy, tan, or black. No denim or colored jeans, no cargo pants with pockets on legs, nor clothing with extra adornments are permitted. Solid-color navy or black (no gray) sweatpants or athletic pants may be worn on gym days. Black or navy shorts or pants should not have stripes or visible logos.
- C. Students will wear a solid-colored, collared shirt or blouse, such as a polo shirt, golf shirt, or dress shirt. A solid-colored sweater, vest or sweatshirt with current school emblem may be worn as needed over the shirt or blouse. No layered look. No sleeveless shirts or blouses of any kind may be worn. Undershirt must be tucked in.
- D. Sweatshirts, other than St. Benedict School spirit-wear, are not allowed in the classrooms.
- E. Clothing is to be without designer labels or logos of any kind. (This includes gym shorts or sweatpants.)
- F. Walking shorts, of a style similar to dress pants, may be worn from April 15 to October 15. They must be about knee length (2" above the knee or longer).
- G. Socks must be worn at all times, even with sandals or flats. Socks must be visible. Knee socks and tights must be white, navy, gray or black. Any socks (for boys or girls) above the ankle must be solid black, white or gray without stripes, designs or visible logos. Shoes/sandals must connect around the ankles for safety reasons. Gym shoes must be worn on gym days. No loose-fitting gym shoes. Shoe laces should be tied.
- H. Periodically, the principal may announce a denim day, during which time jeans may be worn (see Item A). Students may not use a denim day pass on Mass days.

- I. Hair for all students is to be clean, combed, and styled so that it is away from the face and eyes, above the eyebrows. Hair is not to be spiked. A boy's hair is not to be longer than the top of his collar. Hair is not to be colored. No shaved designs are allowed.
- J. Students who arrive to school out of dress code must wear clothing provided by the school. Parents may be called to bring appropriate clothing.

In the matter of a student's personal appearance, the decision of the school authorities is final.

13. Harassing, Intimidating and Bullying Policy

St. Benedict School follows the guidelines issued by the Diocese of Steubenville. See pages 26-27 of this handbook.

14. Health Program

Individual health records are kept on file in the nurse's office. Any pupil showing symptoms of a contagious illness shall be promptly dismissed from school by the Principal or her designated representative after notifying the parents/guardians. The Public Health Department will be immediately notified of the identification of any communicable disease. In this case, a signed doctor's statement or verification from the Health Department is required before a student returns to school.

15. Home and School Activities

All parents are encouraged to participate in the activities that are sponsored throughout the year to foster a supportive and cooperative working relationship between parents and school. These activities include the open house, parent meetings, social activities, the spring talent show, and fundraisers. (See LEPS Pride)

16. Homework

Homework usually consists of completing a lesson begun in school. The amount and nature of the work is left to the judgment of the individual teacher. Homework is the responsibility of the student. Parents are expected to ensure that the student has enough time and a suitable environment to do the homework.

17. Honor Roll

Students in grades 6-8 can earn Honor Roll status with the following GPA:

Principal's List	4.0
High Honors	3.5 - 3.9
Honors	3.0 - 3.4

18. Interim Reports

To inform parents about the progress of their children, reports are sent home midway in each quarter. It is left to the discretion of the individual teacher as to the form followed for this report. Parents are asked to sign these and return them to school the next day.

19. LEPS Pride

This parent volunteer group is dedicated to supporting the St. Benedict School community while promoting the school's longevity and prosperity. This group is open to all parents/guardians.

20. Library

- A. Each class is scheduled for a weekly library session. Books are checked out for a one or two week period, and a fee of five cents per day will be charged for overdue books.
- B. A fee will be charged for lost books according to replacement cost, age, and condition of the book. If the lost book is found, the fee will be returned.

21. Local Education Advisory Council

- A. The St. Benedict School Advisory Council meets the each month at 6:30 p.m. These meetings are open to the public.
- B. Specific times will be set aside in the agenda for non-Advisory Council members to address the Council. Anyone wishing to address the Council shall notify the Principal or Council President five (5) days prior to the meeting. This notification shall be in writing and shall contain the specific topic to be presented. It is to be understood that questions or new issues raised will not be handled at that meeting, but may be placed on a future agenda.

22. Lost and Found

All unmarked articles are placed in the “Lost and Found” box located in the first floor locker area. Those items marked with the student’s name are always more easily returned to their owners. If your child/ren lose something, please tell them to look in “lost and found” in the locker room on the first floor.

23. Lunch Program

A federally subsidized lunch program is provided for students attending St. Benedict School. Free and reduced-price meals are offered to those who apply and qualify. Information regarding prices will be sent home at the beginning of each school year. Milk is provided with the cost of the meal or can be purchased alone. All questions regarding this program should be addressed to the Food Service Director. We ask that students not charge lunches—please send money for tickets. We also ask that parents not bring outside purchased lunches to the cafeteria. **Pop is not permitted at lunch time.**

24. Medication

All efforts shall be made to give prescribed medications at home. Some medications must be given at closer intervals which makes it necessary

for school administration to administer it. When a student must take medication during school hours, the following guidelines shall be followed:

- A. A *school medication form* shall be completed and signed by a physician and parent/guardian. Medications will not be given without this form on file. This applies to both prescribed and over-the-counter medications.
- B. The parent shall bring the medication to the school office in the original container. The student’s name, medication and time to be given shall be clearly legible on the label.
- C. The medication will be stored in the nurse’s office and will be administered to the student by the nurse or a delegated staff member.
- D. Ohio law permits students to carry asthma inhalers with the written consent of both physician and parent. This form is also available at school and shall be completed and returned.
- E. New request forms shall be submitted at the beginning of each school year and as necessary for new medications or any changes in original medication orders.

25. Money

All money sent to school is to be placed in an envelope that is marked with the family name, the amount of money enclosed, and the purpose of the money. Students are to give this money to their teacher upon arriving at school. **Please write separate checks for different payments, such as tuition and lunch money.**

26. Parent-Teacher Conferences

Scheduled parent-teacher conferences are held annually, usually at the time of issuing the first-quarter report cards. Unscheduled conferences may be held at any time by appointment with the individual teacher.

27. Phone Use

- A. Students shall settle their business before coming to school. Students are not to use the phone unless it is a real necessity. If necessary, they will use the phone in the school office.
- B. If students have cell phones for after-school use, they may not be used during the school day. They must be kept in lockers or back packs.
- C. Teachers are not able to come to the phone during scheduled classes. Parents shall leave a message on voicemail or with the school secretary requesting a teacher to call.



28. Physical Education Program

All students are expected to participate in the Physical Education Program unless excused for medical reasons. This shall be presented in a written note from a doctor, stating the length of time the student is to be excused and the specific reason for the excuse. Unexcused non-participation shall lower the student's grade.

29. Report Cards

Report cards are sent home four times annually. The first is sent in conjunction with scheduled parent-teacher conferences. Parents shall sign these and return them to school as soon as possible.

Grading Scale:

- A ~ 93-100 Superior
- B ~ 85-92 Above Average
- C ~ 75-84 Average
- D ~ 66-74 Below Average
- F ~ 65 & Below - Failure
- S ~ Satisfactory
- U ~ Unsatisfactory

30. Room Parents

- A. Each August a request is made for parents to volunteer as room parents.
- B. Their purpose is to assist the teachers with special activities.
- C. Students in kindergarten through grade 2 enjoy parties on All Saints Day, Christmas, and Valentine's Day. The remaining students enjoy a party at Christmas. Teachers and room parents will work together on arrangements.
- D. Room parents are not expected to provide the treats. All parents shall be asked to share equally in the cost involved.
- E. Seventh-grade room parents organize and coordinate the reception for the eighth-grade graduation.

31. Sacramental Preparation

In cooperation with the parish sacramental program, Catholic students in grade 2 receive the Sacraments of First Reconciliation and First Eucharist. The parish will announce the Confirmation program.

32. Safety Drills

State law requires that fire drills be held at least once a month. Tornado drills are held in spring. Safety lockdown and evacuation drills are held at the minimum three times a year.

33. Student Activities

- A. Student activities and clubs such as art, science, yearbook, etc. may be held after school depending on student interest and parent volunteers.
- B. Athletic programs are provided for students in grades 4, 5, 6, 7 and 8. These include boys basketball, girls basketball and girls volleyball, when there are sufficient numbers.

34. Tuition / School Support Incentive (SSI)

No child will be denied a Catholic education at St. Benedict due to verified inability to pay. There are, however, certain participation guidelines in support of the school that must be followed by all families.

1. You will receive a Tuition Contract in May with your tuition bill. This Contract is to be signed and returned along with the Registration Fee of \$25 per child by May 15. The Registration Fee is required for ALL families regardless of scholarship assistance. Initial payments will be due according to your contract.
2. Parishioners of Christ Our Light Parish, or of another approved Catholic parish, must be active and contributing members of the parish throughout the year in order to qualify for Parishioner tuition rates. "Active and contributing" means that parishioners attend church regularly, participate in the life of the church, and consistently contribute financially to the parish. Prayerfully consider what your family can give financially. The suggested amount is the difference between regular non-Parish tuition and the Parishioner tuition rate. Registered parishioners who do not attend Mass regularly and/or do not give financially to the parish, as determined by the Pastor, will be required to pay non-Parishioner tuition to the school. If you have any questions, please contact the Pastor or Principal.
3. Your initial payment MUST be paid in full at Back-to-School Night or the first day of school (for those on the 10-month payment plan) or by June 15th for those on the 12-month payment plan.
4. If delinquent one month, a reminder will be sent. If payment is delinquent two months, the parents will be contacted by the Principal. Families on the 12-month payment plan who do not submit payment in June or July will automatically be placed on a 10-month payment plan starting in August.

5. TUITION ASSISTANCE is available through various funds to those who discuss their need with the Principal and/or Pastor. This information is confidential. Families should apply for the Immaculate Heart Fund (<http://www.facts.mgt.com>) before April 15, the Kremer Grant, and Leps Scholarships. The Edchoice-Expansion scholarship is available for K-5 students (<http://www.education.ohio.gov/edchoice>). Families must be registered at St. Benedict School prior to applying for any scholarship.
6. Families are encouraged to participate in the SCRIP tuition assistance and fundraising gift card program. Families can earn a limitless amount of tuition assistance through weekly and monthly participation. SCRIP can be purchased at the school, after each Mass on weekends and online.
7. Since no family pays an amount equivalent to the cost of educating a child at St. Benedict (approximately \$5,300 per child/year), it can be expected that fundraisers for the school will be conducted during the year. Due to the significant difference between tuition and the actual cost of educating a child, a **School Support Incentive** program is necessary to encourage more volunteer hours and participation in fundraising efforts.

We encourage all families to volunteer and participate in the life of the school. **The School Support Incentive (SSI) program will begin its third year for 2018-2019. We will focus on 3 main fundraising efforts: SCRIP Program, Turkey Trot 5K and the Auction. Through this program, families have the opportunity to earn the required, additional \$250 SSI amount per family** through participation in fundraising and volunteer efforts as follows:

- **SCRIP Program (\$100 SSI)**
Participation in the SCRIP gift card program is required. Families are expected to order from SCRIP at least 10 times throughout the year (July 2018 - April 2019). *(Reminder: In order for families to receive a percentage back in tuition credit, SCRIP orders in a given quarter must bring in a percentage amount equal to or over \$10.)*

- **Turkey Trot (11/22/18) (Up to \$50 SSI)**
Help secure sponsors for the event and/or volunteer your time. The Turkey Trot is an optional way to earn SSI credit - not a requirement.
 - **Annual Auction (3/2/19)**
Participate in and contribute to different stages of Auction planning and preparation on or before Auction day.
 - ⊙ Sell minimum 8 books raffle tickets per family (**\$30 SSI**)
 - ⊙ Donate two items to auction per family (**\$20-\$40 SSI**)
 - ⊙ Donate 1 item to class basket (1 per each child's homeroom) (**\$10 SSI**)
 - ⊙ Donate recommended items to concessions per family (**\$10 SSI**)
 - ⊙ Volunteer 3 hours for the auction (**\$30 SSI**)
 - **Volunteer 20 hours per family through the school year (\$100 SSI - 3 hours for Auction)**
Volunteer Opportunities can include: Leps Pride volunteer activities for the school, Summer Vacation Bible School, summer Rummage Sale, Auction committees, giving time for Turkey Trot, Coaching or Assistant Coaching for a St. Benedict team, Morning Bus Room/ Parking Lot duties or Lunch Cafeteria/Recess duties, Spaghetti Dinner, Salad Luncheons, Classroom Help in K-1, Art Institute, Leading a school-sponsored extra-curricular club or activity, Concessions, Selling SCRIP, helping with Box-tops/Best Choice Labels, or other volunteer opportunities approved by the Principal.
 - ⊙ When parents/guardians are not available to volunteer due to work hours or health issues, any approved family member can volunteer, including grandparents or extended family. When volunteering with children for over 3 hours a month, BCI and FBI background checks are required, along with attendance at a Child Protection Workshop in September.
 - **Additional SSI credit** (counting toward the \$250 SSI allowed) can be earned by:
 - ⊙ Selling additional raffle tickets (**up to \$50 SSI**)
 - ⊙ Purchasing SCRIP beyond requirement (based on % earned for the school) (**up to \$50 SSI**)
 - ⊙ Chairing a fundraising committee (Turkey Trot, SCRIP program, Auction, etc.) (**up to \$50 SSI**)
 - ⊙ Serving as Head Coach or other activity approved by the Principal.
 - **The Magazine Sale in September will be online only.** Families can earn **up to \$50 SSI** credit for online magazine sales.
- Families who do not meet the \$250 SSI credit amount during the school year will pay the remaining balance to the school as additional tuition by May 15, 2019. Registration for the next school year is dependent on the earned or paid SSI credit.***
8. **Ed Choice Expansion Scholarship Families** are also expected to earn the \$250 SSI credit toward fundraising and volunteer efforts, or will pay up to \$250 to the school by May 15, 2019. See guidelines in #7.

35. Visitors

Any person entering the school building during school hours must first stop in the office, obtain permission from the principal or secretary to carry on their business, and sign the visitor book. Parents/guardians must sign out in the office when removing their child from the school during school hours.

36. Volunteers

Volunteers are welcome at St. Benedict School. Volunteer needs are made known at the beginning of each school year. All volunteers must be fingerprinted for both BCI and FBI background checks and participate in a Child Protection Workshop before beginning to help at St. Benedict School.

The policies and regulations included in this Parent/Student Handbook were reviewed and approved by the St. Benedict School Local Education Advisory Council in August, 2018.

ST. BENEDICT ELEMENTARY SCHOOL

ATHLETIC POLICY

Mission

To develop and maintain an inter-scholastic sports program as an integral component of the total Catholic educational process at St. Benedict Elementary School, where athletic programs instill attitudes which benefit athletes throughout life, and provide for individual growth and the overall enrichment of the community.

Philosophy

Participation in athletics is a privilege of interested students. Athletics provide an opportunity for students to build character, set and reach goals, accept discipline, and experience unselfish team-work.

To insure consistency in our teams and in all sports, the following rules have been established by the School Advisory Council for all athletes at all times. The coach for each particular sport may have rules in addition to these, which he/she wishes the students to follow, but these rules apply to all athletes at all times. This policy is in effect year round.

Participation Requirements

1. **Eligibility:** To be eligible to participate in the St. Benedict School interscholastic sports program the individual must be either a student of St. Benedict Elementary School or an active participant in the PSR program. If a coach is unable to assemble a team due to not having enough eligible participants, he/she can submit in writing a request for special exemption listing the individual or individuals he/she recommends. The appeal board, consisting of the School Principal, Pastor and Athletic Director, will rule on the request.

2. **Academic Eligibility:** One failing grade in an academic grading quarter will make a student ineligible for athletics.
3. **Physical Examination:** A student must have and pass a physical exam given by a Medical Doctor. A copy of the exam form must be on file before a student can participate in any athletic activity (practice or contest). Physical exams are good for one (1) calendar year.
4. **Insurance:** Each student athlete must have on file a completed medical insurance form. Parents/guardians must provide proof of personal insurance coverage.
5. **Release Forms:** Each student athlete must have on file a completed medical release form. This form describes the possibility of injury from participation in competitive athletics and releases the coach and/or school officials to approve any emergency treatment necessary.

Violations Leading to Denial of the Right to Participate:

1. **Mood Altering Chemicals:** Alcohol, tobacco and illegal and inappropriately used drugs harm an athlete's most valuable assets - mind and body. The possession, distribution, concealment, use or consumption of alcoholic beverages, tobacco products, and/or illegal and inappropriately used drugs will result in penalties listed in the section on Penalties.
2. **Behavior Problems:** Good school citizenship is essential to being a good student/athlete. Behavior problems at school call into question the athlete's desire to cooperate in the learning environment of St. Benedict Elementary School.

School behavior problems will lead to the athlete being denied the privilege to participate in athletic activities according to the section on Penalties.

Penalties for Athletic Activities

- A. First Offense:** The student/athlete will be denied the privilege to participate in two (2) consecutive contests. If less than two (2) contests remain, the suspension will carry over to the next sports session in which the student participates.
- B. Second Offense:** The student/athlete will be denied the privilege to participate in four (4) consecutive contests. If less than four (4) contests remain, the suspension will carry over to the next sports season in which the student participates.

Attendance

1. Students must be in attendance in regularly scheduled classes at least half of the school day in order to be able to participate in any athletic activity that day, both practice and contest.
2. If school is cancelled then all athletic activities will be cancelled, both games and practice.

General Procedures

1. The coaches, faculty, advisors, administration and the School Advisory Council are in no way liable for injuries that may occur to an athlete during participation in or travel to and from an athletic contest.
2. Good sportsmanship at athletic events is expected by both students and adults. All coaches, parents and students will sign and adhere to a code of conduct.
3. Proper appearance is required of all athletes.

4. No profanity is allowed.
5. Be punctual at practice and scheduled events.
6. Be a dependable student with personable qualities, abiding by school policies.
7. Players are responsible for all equipment issued to them.
8. All coaches have the right to make written rules and regulations for their sport beyond these stated rules.

Appeal Procedures

1. If a student violates the rules of this policy, the student/athlete shall be informed of the resulting discipline in writing by the athletic director and/or school principal.
2. The student/athlete shall be given the right to appeal the written decision.
3. The appeal board shall consist of the School Principal, Pastor and Athletic Director.
4. The appeal must be requested within three (3) days of the written notice.
5. The appeal board shall hold the appeal hearing within three (3) days of the request of the student/athlete.

Approved by St. Benedict School Advisory Council April 26, 2005.

GENERAL DIOCESAN POLICIES

The Diocesan Handbook for Schools (Effective December 18, 2000) supersedes the local Parent-Student Handbook. In the event of conflicts between these documents, the Office of Education and the Diocesan Attorney shall make the final determination for any resolution of the conflict(s). Such resolution shall become effective upon written notification to the parties involved.

The Principal may amend the Parent-Student Handbook as needed and such amendments shall become effective upon written notification to the parents of any such amendments.

The parent(s) and/or guardian(s) and the student agree to follow and adhere to the policies, rules and regulations of the School as currently set forth in this Parent-Student Handbook and such other rules and regulations as may be promulgated hereafter by the School.

Decree on Child Protection

The requirements of the Decree on Child Protection for the Diocese of Steubenville as promulgated by the Most Reverend R. Daniel Conlon, Bishop of Steubenville, effective March 5, 2003, together with any amendments and/or modifications thereto are observed by all of the Diocesan Schools of the Diocese of Steubenville.

Notice of Non-Discrimination Policy

The Catholic Schools of the Diocese of Steubenville recruit and admit students of any race, color, or ethnic origin, to all the rights, privileges, programs and activities. Schools shall not discriminate on the basis of race, color, or ethnic origin in the administration of their educational policies, scholarships, loans, fee waivers or educational programs. In addition, the schools are not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Catholic Schools of the Diocese of Steubenville

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

Compulsory Education and School Attendance

Admission to Kindergarten

Students enrolling in Kindergarten must be five (5) years of age by September 30th of the year of admission. Diocesan schools may, at their option, establish August 1st of the year of admission for Kindergarten students who are five (5) years of age at that time. Diocesan schools may also, at their option, establish dates between August 1st and September 30th of the year of admission for Kindergarten students who are five (5) years of age at these specified times. The Principal of the diocesan school shall consult with the Diocesan Superintendent of Schools concerning the admission of students to Kindergarten who do not meet the specified minimum age requirements.

Custody of Enrolled Student

Questions concerning the legally designated Custodian(s) for enrolled students will be referred to the Diocesan Attorney whose determination shall be final.

Student Attendance

Students enrolled in Diocesan Schools are expected to maintain a ninety-five percent (95%) attendance rate based upon the 178 days of instruction by the Ohio Revised Code. It is the responsibility of the parent(s)/guardian(s) to support the Principal's efforts to maintain this standard through notification, counseling and where necessary, referral to appropriate legal sources. Principals shall notify parent(s)/guardian(s) of the school's concern about the student's attendance when five (5) days of absence have been recorded. Parental/Guardian failure to comply with the program of compulsory attendance will result in the withdrawal of the student from the school. The Principal shall be the final arbiter of what constitutes a satisfactory record of attendance.

Pupils: Health and Safety

Immunizations

Students are required to provide proof of immunization against mumps; rubeola; rubella; chickenpox (during or after the school year beginning in 2006); poliomyelitis; diphtheria; pertussis; tetanus; and, hepatitis B (during or after the school year beginning in 1999) at the time of their original entry into the school or at the beginning of the school year. Parent(s) /Guardian(s) objecting to this requirement must submit a written statement explaining their objection. The Principal shall make the final determination as to whether the student is to be admitted. Students who do not provide the required documentation for immunization will be withdrawn from the school on the fifteenth day after admission.

Prohibition on Weapons

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid carry concealed license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.

Health Threat: Anabolic Steroids

Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment. (Ohio Revised Code 3313.752)

Pupils: Tuition and Fees

- 1) The parent(s)/guardian(s) agree to pay the tuition and all fees for the grade in which the student is to be enrolled.
- 2) The fact that the School allows tuition and fees to be paid in two or more installments does not create a fractional or divisible contract or in any way relieve the parent(s)/guardian(s) of the responsibility for the entire year's tuition and fees or the pro rata portion thereof in the case of late entrance. The parent(s)/guardian(s)

further agree that the total amount due and payable to the School shall be considered as agreed upon liquidated damages between the parties and this agreement.

- 3) The parent(s)/guardian(s) agree that if payment of tuition is not made in accordance with the agreement, the School shall have the right to refuse to admit the student to class and to terminate the agreement. The parent(s)/guardian(s) also agree that the School shall have the right to withhold the transcript of the student's academic record and the student's diploma until all tuition and fees have been paid.

Conduct and Discipline of Pupils

The Principal may make exceptions to written disciplinary procedures at the building level where in his/her judgment such exception is warranted and such exceptions are not in conflict with the Diocesan Handbook for Schools.

Complaint Procedures

Parental complaints about a Teacher shall be directed first to the Teacher, then to the Principal whose decision shall be final.

Parental complaints about a Principal shall be directed first to the Principal, then to the Pastoral Administrator whose decision shall be final.

NOTE: There is no appeal to the Diocesan Superintendent of Schools after a decision by the Principal and/or the Pastoral Administrator has been made.

Unacceptable Uses of Technology

Technology resources that are located within the school; or, are the personal property of the student (including those owned by student's Parents/Guardians) may not be used to transmit, retrieve, or store any type of communication, message, image, or material that:

1. is discriminatory, defamatory, or harassing
2. contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes, or any other condition or status protected by Federal, State, or local law

3. is obscene or X-rated
4. contains abusive, profane, or offensive language
5. violates any policy of the Diocese of Steubenville, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the Diocese of Steubenville

NOTE: The Building Principal reserves the right to discipline students for inappropriate off-campus conduct related to the use of technology during non-school hours.

Confidentiality (NCEA Notes/March 2006)

Confidentiality is generally held to mean that one individual will not reveal private information that has been given by another. It sometimes happens that a student provides information to a Teacher or other Staff Member and asks that it be treated as confidential. **Any Teacher or Staff Member who receives any information that may be interpreted as threatening to the health, life and safety of any person shall report it to the Building Principal immediately.**

Cell Phones (NCEA Notes/January 2006)

The Building Principal shall establish all rules and regulations governing the use of cell phones within the school building.

Suspension Procedures

The Principal:

1. provides a hearing for the student to review the reason(s) for the suspension;
2. determines the number of days of suspension to be assessed to a maximum of ten (10) days;
3. informs the Pastoral Administrator of the decision to suspend the student;
4. notifies the Parents/Guardians by certified mail of the reason(s) for the suspension and the number of days and dates involved; and, that the
5. student is responsible for “making up” class-work missed during the period of suspension **(there is no appeal of the Principal’s decision to suspend a student).**

Expulsion Procedures

The Principal:

1. gathers the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and the Parents/Guardians;
2. confers with the Pastoral Administrator for agreement to recommend expulsion;
3. recommends expulsion (in writing) to the Diocesan Superintendent of Schools who will conduct a formal review (to the extent needed) of the recommendation and inform the Principal of concurrence or non-concurrence with the recommendation;
4. if the Diocesan Superintendent concurs with the recommendation of the Principal, the Parents/Guardians will be notified in writing by the Principal that the decision to expel is final and the effective date of the expulsion **(there is no appeal of a decision to expel a student); or,**
5. if the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the commendation(s) of the Diocesan Superintendent and notify the Parents/Guardians of those recommendations in writing.

Facilities: Random Searches

The buildings, grounds, classrooms, and lockers located within Diocesan Schools are the exclusive property of the Diocese of Steubenville and may be searched randomly in accordance with the Ohio Revised Code and case law promulgated by the courts of Ohio.

Harassment

Anti-Harassment Policy

It is the policy of the Office of Education of the Diocese of Steubenville that any harassment of students by students shall not be tolerated. Students shall not be permitted to engage in physical or verbal harassment based upon race, color, creed, ethnic origin, gender, and physical or mental limitations of other students. The Principals and Teachers shall enforce this policy as an integral part of their employment responsibilities.

Peer Sexual Harassment

Peer sexual harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex, that interferes with the ability of a student or students to receive an education.

Students enrolled at all Diocesan Schools shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. Students are strongly encouraged to report peer sexual harassment immediately to Teachers who shall report it immediately to the Principal. The student may also report peer sexual harassment directly to the Principal. The Principal shall take prompt and fair action to investigate any report and to stop the peer sexual harassment.

Peer Harassment in General

Peer harassment is strictly forbidden on the premises and during programs and activities of all Diocesan Schools. Peer harassment is any unwelcome physical or verbal conduct directed at a person that interferes with the ability of a student or students to receive an education.

Students enrolled at all Diocesan Schools shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. Students are strongly encouraged to report peer harassment immediately to Teachers who shall report it immediately to the Principal. The student may also report peer harassment directly to the Principal. The Principal shall take prompt and fair action to investigate any report and to stop the peer harassment.

Education for Children with Disabilities

Eligibility

- 1) Students who require special education services must be identified through the procedures

specified by the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (eff: 3-12-1999) or the Individuals with Disabilities Education Improvement Act of 2004.

- 2) Diocesan Schools may provide, at their discretion, an Educational Adjustment Plan. Parent(s)/Guardian(s) are advised that this program is not a substitute for the IDEA specified by federal legislation.

Records of Pupils

Family Educational Rights and Privacy Act of 1974 (FERPA)

The parent(s) and the legally designated guardian(s) who have contracted for the education of an enrolled student will be permitted to review that student's educational record. Parent(s) and guardian(s) who have not contracted for the education of an enrolled student will not be permitted to review that student's educational record. The final determination in all cases involving parental/guardian rights and privileges with respect to reviewing a student's educational record rests with the Diocesan Attorney.

Directory Information

The following information is defined by the Office of Education for the Diocese of Steubenville as "Directory Information": name, address, telephone listing, date and place of pupil's birth, major field of study, participation in officially-recognized activities and sports, weight and height (if member of an athletic team), dates of attendance, date of graduation, any awards received, most recently-attended school or institution. The parent(s) and legally designated guardian(s) have the right to inform the Principal in writing that they do not want "Directory Information" released to non-school organizations or individuals.

Effective: 6/1/2007

*Replaces: Memo of May 12, 2006; 4/22/2005; 3/8/2002
Local Faculty and Parent-Student Handbooks 2002-
2003 Academic Year; reissued 1/7/2003*



Office of Christian Formation and Schools Diocese of Steubenville

Policies Regarding Transgender Students in Catholic Schools

Exhibit B.1

A CATECHETICAL STATEMENT

I. Pastoral Introduction

In foundational belief and practice, the Catholic Church affirms each and every human being, declaring that every person is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are.¹ Further, the Church is obligated to pass on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

Catechesis, which means “to echo,” is the echoing of the Good News of Jesus Christ, and the process through which disciples are formed in knowledge of the faith and the Catholic way of life. Through the catechetical process adults, youth, and especially children are assured of the unconditional love of God for each created individual, and are formed to give praise and glory to God through their lives.

Church teaching centered in Christ and rooted in a thorough understanding of Scripture, Christian anthropology, and theology, invites all of humanity to embrace a Catholic worldview in approaching various pastoral challenges. Understanding and relating to students who identify as transgender, presents a unique pastoral challenge to educators, parents, and all students present in Catholic schools.

II. Biblical Foundations

At the outset, it is important to clarify the basis of Catholic beliefs. The Catholic Church believes her teachings—and very existence—to be of divine origin and based upon the Word of God as it is articulated in Sacred Scripture and passed on by the living Tradition of the Church, under the guidance of the Holy Spirit, the Spirit of Truth.

Regarding the question of human gender, the witness of Sacred Scripture is clear: God created human beings as male and female (Gen 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two genders. Both genders, male and female, are created in the image of God and are equal in dignity and destiny (Gen 2:21-24). God created Adam and Eve out of love and for love.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Rather, the male/female dynamic comprises the very structure and order of creation. Although wounded by the entrance of sin into human experience, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God’s order and commands for human beings to experience the fullness of life he intends. Scripture is likewise clear about the inherent consequences for disregarding God’s established order.

By God’s design, it is through their marital complementarity and bodily one-flesh union—and the fruit that it bears—that man and woman show forth a living icon of God’s inner life, love and fruitfulness. The fruit of this one-flesh love and union is the very means by which God ordained that the human race would multiply upon the earth (Gen 1:28).

III. Christian Anthropology

As recently articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth.² Man and woman are integral parts of the self-giving gift of God in Creation itself, and are deemed by God to be “*very good*.”³ Our bodies thereby teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are

¹ *Gaudium et Spes* 27.

² Pope Francis, *Amoris Laetitia* 285.

³ Genesis 1:31.

called to and gifted for relationships, that we are destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Through reflection on the human body, on its origin, dignity, and purpose, Pope St. John Paul II believed we could learn God's intention for our lives and ultimately find true love and happiness. This lucid understanding of human beings as taught by Pope St. John Paul II is known as the *Theology of the Body*. This teaching affirms that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in His own eternal happiness and joy.

Just as sacraments are outward and visible signs of inner and invisible realities, the same principle is operative in the biological signs of our human bodies. These, too, speak a "language." Our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what John Paul II calls *the "sacramentality of the body."* Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional and physical dimensions of life.

*"The body and it alone is capable of making visible what is invisible: the spiritual and divine. It was created to transfer into the visible reality of the world the mystery of God...and thus be a sign of it."*⁴

For this reason, Pope Francis' Apostolic Exhortation on the family clearly specifies that the education of children *"should help them accept their own bodies and to avoid the pretension to cancel out sexual differences...."*⁵

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality.⁶ It is an objective reality, a cornerstone of our createdness, an invitation to enter joyfully and generously into what we believe to be the "central mystery of the Christian faith," namely, that He is himself an "eternal exchange of love" emanating from the love shared between the Father, Son and Holy Spirit.⁷

Summarizing this rich deposit of Christian anthropology, Pope Francis teaches that an authentically inclusive and tolerant view of the human being invites the acceptance of our bodies in their biologically male and female form.

IV. Theology

In consideration of this Biblical foundation and Christian anthropology, the Catholic school curriculum is developmental, sequential, age appropriate, and, above all, integrated throughout with Catholic theology. In the formation of all students, the following principles are introduced, reinforced, ongoing and periodically assessed for knowledge and understanding:

- God created all human beings in His image and likeness.
- God loves all human beings; God invites all to respond to God's love and grow in relationship with Him and with others.
- God's love for each person is unconditional.
- God, as the Trinity of Father, Son and Holy Spirit, dwells in each person who perseveres in grace (justification).
- God gave each person dignity and the right to be respected with the responsibility to show respect to others.
- God made us each with a body and soul inseparably joined.
- God became human to show God's love lived out in the world. God modeled for us how we are to love as he did.
- God made us male and female.
- God has given us the gift of our sexuality.
- God made our human sexuality for love, mutual self-giving, and the procreation of children.

These theological principles are foundational to what Catholics believe, and are to be integrated into all subjects studied in Catholic schools, as appropriate.

⁴ Pope St. John Paul II, *Theology of the Body*, February 20, 1980.

⁵ Pope Francis, *Amoris Laetitia* 285.

⁶ American College of Pediatricians, Gender Ideology Harms Children, <http://www.acped.org/the-college-speaks/position-statements/gender-ideology-harms-children>.

⁷ Catechism of the Catholic Church 234, 221.

V. Continuing Challenges and Implementation

The Catholic Church has always understood that her schools are more than places of academic learning; they are also an important part of the saving mission of the Church. In fact, the primary purpose of the Catholic school, its “distinctive feature,” is to create for the school community an atmosphere enlivened by the gospel spirit of freedom and charity. It aims to help the student in such a way that “the development of his or her own personality will be matched by the growth of that new creation which he or she becomes by baptism. It strives to relate all human culture eventually to the good news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life and of the human race.”⁸ Therefore, it is precisely in the Gospel of Jesus Christ, taking root in the minds and lives of students that the Catholic school finds its definition, and it is for this purpose that the Catholic Church establishes her own schools.⁹

The Catholic school community has a responsibility to be a witness of charity and justice based on the Gospel; and must always strive to be respectful and understanding of the diversity present within the student population. At the same time, Catholic schools must also be true to their own identity and mission. Thus the teachings of the Catholic Church regarding the true nature of human beings must permeate all aspects of a Catholic school’s activities, academic and otherwise. It would be inconsistent with the school’s identity and mission to teach, promote or encourage an understanding of the human person that is contrary to the teachings of the Catholic Church, including but not limited to what has been articulated above. Nor can the Catholic school sponsor, facilitate or host such organizations, events or activities that would promote such views, either on or off campus, or through social media.

Young people must be encouraged to accept their own bodies and gender as they were created,¹⁰ and helped to recognize that the current attempts in our culture to redefine gender, and alter the nature and purpose of human beings, are misguided and not in accord with the truth. Finally, it would be morally unacceptable if Catholic schools were to provide accommodations based on notions of gender that are contrary to Catholic teaching, other than what would be necessary for the sake of safety.

To this end, Catholic school administrators at both the diocesan and school levels should make every reasonable effort to inform and instruct school personnel, parents, and students (where appropriate) concerning our schools’ Catholic identity and those policies that relate to the cultural challenge of gender identity and gender ideology.

⁸ Gravissimum Educationis 8.

⁹ The Catholic School 8, 9.

¹⁰ Pope Francis, Amoris Laetitia 56.



Office of Christian Formation and Schools Diocese of Steubenville

Policies regarding Transgender Students in Catholic Schools

Exhibit B.2

1. In Catholic schools of the Diocese of Steubenville, all curricular and extra-curricular activity is to be rooted in, and consistent with, the principles of Catholic doctrine.
2. Catholic schools, and individuals employed with Catholic schools, shall not sponsor, facilitate or host such organizations, events or activities that would promote views contrary to Catholic doctrine regarding human sexuality and gender, either on or off the school campus, or through social media.
3. Students enrolled in Catholic schools who suffer from gender dysphoria shall be treated with sensitivity, respect, mercy, and compassion.
4. The sexual identity of students enrolled in Catholic schools shall be in accordance to the student's biological sex, as determined by an original state issued birth certificate (or an official copy thereof).
5. Catholic schools shall:
 - 5.1. Require that participation on/in school athletic teams and all other school sponsored extra-curricular activities, where applicable (*i.e., school dances*) be in accordance with biological sex.
 - 5.2. Require that the use of names and pronouns be in accordance with the person's biological sex.
 - 5.3. Designate Catholic sex education, school and athletic uniforms, and appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
 - 5.4. Maintain names in school records according to the student's biological sex.
 - 5.5. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
6. In the case of a specific request, the school shall consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - 6.1. What is the specific request of the student and/or parent?
 - 6.2. Is the request in keeping with the teaching of the Catholic Church?
 - 6.3. Is the school reasonably able to accommodate the request?
7. Schools shall make a reasonable effort to inform and instruct school personnel, parents, and students (where appropriate) concerning these policies. School personnel shall be made aware of "Exhibit B.1" (*Catechetical Statement*) regarding students who identify as transgender. Parents and high school grade students shall read and sign Exhibit B.2 upon enrollment in a Catholic school.

RESPONSIBLE USE OF TECHNOLOGY **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

St. Benedict Elementary School of Steubenville Diocese

INTRODUCTION

- Dedicated to the teaching mission of the Catholic Church, St. Benedict Elementary School is a Christ-centered community focused on faith formation, academic achievement, and personal growth.
- The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.
- The church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world...”
“Aetatis Novae, #2, #3; Rome, 1992
- Technology resources are provided in St. Benedict Elementary School, as directed by the individual school’s technology plan, for the purpose of achieving the school’s educational objectives.

2008-2011 Technology Plan of St. Benedict Elementary School

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

St. Benedict Elementary School, as well as the other diocesan schools in Ohio, have been provided with Internet connectivity through Data Acquisition Sites located throughout the state. This project is partially funded by the Legislature of the State of Ohio and Federal Government (E-Rate). Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the attached **Responsible Use of Technology Policy-User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

POLICY

The Office of Education for the Diocese of Steubenville encourages the development of technology as a means for improving the quality of the instructional program. The development and use of technology must be guided by concern for the safety of the school employees and students. The Building Principal shall be responsible for overseeing the implementation of the following components of this policy and for the overall supervision and management of the Technology program.

I: AGREEMENT FORM/PERSONAL RESPONSIBILITY

In order to ensure the proper use of technological resources, each school employee; and, student (and his/her parents/guardians, if the student is under 18 years of age) shall sign the Responsible Use of Technology Policy-School Employee or Student Agreement Form annually. This form shall be kept on file in the Building Principal’s Office before Internet access is permitted. Signing the form indicates that the school employee or student accepts personal responsibility for abiding by the rules governing Internet and other technology access as stated in this policy and by the Building Principal. Failure to abide by the rules shall result in denial of access to the technological resources of the local diocesan school.

II: ACCEPTABLE USES/EDUCATIONAL PURPOSES ONLY

The Diocesan Schools of the Diocese of Steubenville shall provide access to their computer networks and the Internet for educational purposes only. School employees or students having any concerns about the educational value of a contemplated activity, shall consult with the Building Principal as to its suitability.

III: UNACCEPTABLE USES

Technology resources that are located within the school; **or, are the personal property of the school employee or student (including those owned by student's parents/guardians)** may not be used to transmit, retrieve, or store any type of communication, message, image, or material that : **1) is discriminatory, defamatory, or harassing; 2) contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes, or any other condition or status protected by Federal, State, or local law; 3) is obscene or X-rated; 4) contains abusive, profane, or offensive language; or, 5) violates any policy of the Diocese of Steubenville, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the Diocese of Steubenville.** NOTE: THE BUILDING PRINCIPAL RESERVES THE RIGHT TO DISCIPLINE STUDENTS FOR INAPPROPRIATE OFF-CAMPUS CONDUCT RELATED TO THE USE OF TECHNOLOGY DURING NON-SCHOOL HOURS.

III. INTERNET SAFETY

A. Confidentiality of Student Information. Personally identifiable information concerning students shall not be disclosed or used in any way on the Internet. School employees or students are advised that they should never give out private or confidential information about themselves or others on the Internet. The release of Directory information which includes: name; address; telephone listing; date and place of student's birth; major field of study; participation in officially-recognized activities and sports; weight and height (if member of an athletic team); dates of attendance; date of graduation; any awards received; and, most recently attended school for internal administrative purposes or approved educational projects and activities shall be under the supervision and management of the Building Principal.

B. Active Restriction Measures. A Diocesan School, either by itself or in combination with the Information Technology Center (ITC) providing Internet access, shall utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) or otherwise harmful to minors. The Diocesan School shall also monitor the online activities of school employees and students, through direct observation and/or technological means, to ensure that school employees and students are not accessing such depictions or any other material which is inappropriate for minors or the school environment. Internet filtering software or other technology-based protection systems may be disabled by the Building Principal for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

IV. PRIVACY

The Building Principal reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Diocesan School and no school employee or student shall have any expectation of privacy regarding such materials.

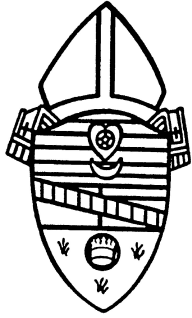
V. UPDATES

School employees or students, and if appropriate, the student's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new agreement form that reflects developments in the law or technology. Such information must be provided by the school employee or student (or his/her parents or guardian) or such new agreement form must be signed if the school employee or student wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the Diocesan School to receive such information.

Approved: July 17, 2006—Vicar General and Diocesan Attorney

Effective: August 1, 2006

Replaces: Memorandum of July 15, 2001 Acceptable Use Internet Safety Policy/Children's Internet Protection Act (AUISP/CIP) and their agreement forms



Diocese of Steubenville

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Office of Christian Formation and Schools

ADDENDUM

Diocesan Handbook for Catholic Schools Harassing, Intimidating, and Bullying Policy

1. In Obedience to the Gospel of Jesus Christ, we acknowledge the dignity and worth of every human being as a person made in the image and likeness of God. Therefore, respect and tolerance should be the cornerstone of all our interactions and behaviors. Faculty, staff, administration and students, must strive to never diminish another person by our conduct or our attitudes.
2. It is in keeping with the Mission of Catholic schools of the Diocese of Steubenville to prepare students to live and work in a complex and interdependent society, to acknowledge diversity and to build community by practicing Christian faith-based hospitality, civility and respect for others.
3. Harassing, intimidating, and bullying behavior by any student enrolled in a Catholic school of the Diocese of Steubenville is strictly prohibited. No student shall be permitted to PLAN or ENGAGE in such activity. Such conduct may result in disciplinary action up to and including suspension and/or expulsion from school.
4. **Harassment, intimidation and bullying can be defined as** any intentional written, verbal, or physical act (including electronically transmitted acts), that a student has exhibited toward another particular student, and the behavior causes mental or physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it causes an intimidating, threatening, or abusive educational environment for the other student.
 - 4.1. Examples of conduct exhibiting harassment, intimidation or bullying may include, but are not limited to: a) Physical violence and/or attacks; b) Threats, taunts and intimidation through words and/or gestures; c) Extortion; d) Damage to personal property; e) Stealing of money and/or personal property; f) Behavior with the intent to intimidate or threaten others through the use of information; g) Electronic acts with the intent to harass, intimidate or threaten through the use of communication technologies (including cellular phone, computer, pager, personal communication device, or other communication device) and web-site based social media/net-working (what is often called cyber-bullying).
 - 4.2. Cyber-bullying may include but is not limited to: a) Posting slurs (including gossip and rumors) or threats on web-sites; b) Sending abusive/threatening e-mails, or instant messages; c) Using camera phones to take embarrassing/disturbing photos or videos.
5. When harassing, intimidating, and bullying behavior has been reported to have been exhibited by adult staff/volunteers or students age 18 or older towards a minor (under the age of 18), such incidents shall be addressed in accordance to the Diocesan Decree on Child Protection.

6. Teachers and other school staff who witness or are made aware (through reports from other students or parents) of acts of harassment, intimidation or bullying shall promptly notify school administration of the incident(s).

7. Under the direction of the school administration, reported/suspected acts of harassment, intimidation, or bullying will be investigated in a thorough and timely manner. When such acts have been verified as taking place, a recommendation for intervention, including disciplinary action shall be implemented.

7.1 Anonymous complaints that are not otherwise verified cannot provide the basis for disciplinary action.

7.2 In cases in which one student has accused another student (or students) of acts of harassment, intimidation or bullying, additional evidence (other than the word of the accuser) is required to verify the accusation and to provide a basis for disciplinary action. In such cases where one student accuses another and the accusation cannot be verified, the Principal shall meet with the alleged perpetrator(s) to review the policy definition of harassment as well as the consequences that would follow should a verified incident take place. In addition, faculty shall be notified of the complaint so they can be more attentive.

7.3 If after an investigation, acts of harassment, intimidation or bullying involving students have been verified; the school's administration shall notify the parents/guardians of both the victim(s) and the perpetrator(s) in writing. In providing such notification, care must be taken to respect the statutory privacy rights of all students involved.

7.4 **Non-disciplinary Interventions.** When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably warrant a disciplinary response, students may be counseled as to the definition of such unacceptable behavior, its prohibition and the student's duty to avoid any such conduct that could be considered harassing, intimidating, or bullying in the future.

7.5 **Disciplinary Interventions.** When verified acts of harassment, intimidation or bullying warrant a disciplinary response, students may be subject to the full range of disciplinary consequences, including but not limited to in/out of school suspension or recommendation for expulsion (in accordance with the disciplinary procedures of the Diocesan Schools Handbook).

7.5.1 In or Out-of-school suspension may be imposed only after the school administration has interviewed and informed the accused perpetrator(s) of the reasons for the suspension and has given the student(s) an opportunity to explain the situation. Parents/guardians will be notified and permitted to be in attendance when reasons for the suspension are offered.

7.6 In addition to disciplinary action, students who commit acts of harassment, intimidation or bullying which are deemed to be of a serious nature, may be required to undergo a psychological examination by a licensed psychologist before the student is readmitted to school. All costs associated with this requirement as well as the educational needs of the student during this period will be the full responsibility of the parent/guardian.



Office of Christian Formation and Schools Diocese of Steubenville

Policies regarding Transgender Students in Catholic Schools

Exhibit B.2

1. In Catholic schools of the Diocese of Steubenville, all curricular and extra-curricular activity is to be rooted in, and consistent with, the principles of Catholic doctrine.
2. Catholic schools, and individuals employed with Catholic schools, shall not sponsor, facilitate or host such organizations, events or activities that would promote views contrary to Catholic doctrine regarding human sexuality and gender, either on or off the school campus, or through social media.
3. Students enrolled in Catholic schools who suffer from gender dysphoria shall be treated with sensitivity, respect, mercy, and compassion.
4. The sexual identity of students enrolled in Catholic schools shall be in accordance to the student's biological sex, as determined by an original state issued birth certificate (or an official copy thereof).
5. Catholic schools shall:
 - 5.1. Require that participation on/in school athletic teams and all other school sponsored extra-curricular activities, where applicable (*i.e., school dances*) be in accordance with biological sex.
 - 5.2. Require that the use of names and pronouns be in accordance with the person's biological sex.
 - 5.3. Designate Catholic sex education, school and athletic uniforms, and appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
 - 5.4. Maintain names in school records according to the student's biological sex.
 - 5.5. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
6. In the case of a specific request, the school shall consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - 6.1. What is the specific request of the student and/or parent?
 - 6.2. Is the request in keeping with the teaching of the Catholic Church?
 - 6.3. Is the school reasonably able to accommodate the request?
7. Schools shall make a reasonable effort to inform and instruct school personnel, parents, and students (where appropriate) concerning these policies. School personnel shall be made aware of "Exhibit B.1" (*Catechetical Statement*) regarding students who identify as transgender. Parents and high school grade students shall read and sign Exhibit B.2 upon enrollment in a Catholic school.

Parent/Guardian signature

Date

Student signature (grades 9-12)

Date

Parent and student signatures indicate an acknowledgement and agreement to this diocesan policy for the purposes of enrollment in a Catholic school of the Diocese of Steubenville.

Handbook Signature Page

Parental Permission Form

(If the Internet user is under 18 years of age, parental permission is necessary.)

I have read, discussed with my children, and agree to support the school policies as written in the **PARENT & STUDENT HANDBOOK/CALENDAR 2018-2019**.

I have read the terms and conditions of the **ACCEPTABLE USE AND INTERNET SAFETY POLICY** and give permission for my child to access the school's technological resources, including the Internet, in accordance with the provisions of the policy.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date _____

CONFIDENTIALITY OF STUDENT INFORMATION

St. Benedict Elementary School will exercise the right to post names, pictures, artwork, awards, and other media materials produced by and for the students in a positive way as deemed appropriate pertaining to **St. Benedict Elementary Schools'** policies. ***A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.*** These avenues may include postings in classroom, school grounds, external printed material (*example – newspaper and/or magazine articles*) and school informational technologies. These materials shall only be used in portraying **St. Benedict Elementary School** in a positive promotional fashion. The usage of names will follow in compliance with the *Children's Internet Protection Act and the Communications Act of 1934 as amended by Telecom Act of 1996*. ***Any parent or guardian of a student under the age of 18 may direct that the student not be given access to the Internet or have works, name and/or likenesses of student excluded from said mentioned medias (above).*** An "opt-out" form for this purpose may be obtained from the School.

Parent or Guardian name(s) (PRINT CLEARLY)

Parent or Guardian signature(s)

Date

Revised Responsible Use of Technology—School Employee or Student Agreement Form

Every school employee and student (regardless of age) must read and sign this form

My signature indicates that I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the Diocesan School's computer network and the Internet, I understand and agree that my access privilege may be revoked and Diocesan School disciplinary action may be taken against me.

School Employee/Student name (PRINT CLEARLY)

Home phone

School Employee/Student signature

Date

Address (street/city/state/zip code)

Place an "X" in the correct blank: ☐ School Employee ☐ Student (18 years of age or older) ☐ Student

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

PARENT'S OR GUARDIAN'S AGREEMENT

Student's name

WARRANTIES/INDEMNIFICATION

The DIOCESE OF STEUBENVILLE makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered directly or indirectly, by any school employee or student or his or her parent(s) or guardian(s) arising out of the school employee or student's use of its computer networks or the Internet under this Policy. By signing this Policy, school employees or students are taking full responsibility for his or her use, and the school employee or student who is 18 or older or, in the case of a school employee or student under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Diocesan School, the DIOCESE OF STEUBENVILLE, and the Information Technology Center (ITC) that provides the computer and Internet access opportunity to the Diocesan School and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the school employee or student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the school employee or student. The school employee or student or, if the school employee or student is a minor, the school employee or student's parent(s) or guardian(s) agree to cooperate with the Diocesan School in the event of Diocesan School's initiating an investigation of a school employee or student's use of his or her access to its computer network and the Internet, whether that use is on a Diocesan School computer or on another computer outside the Diocesan School's network.

Parent or Guardian name(s) (PRINT CLEARLY)

Home phone

Parent or Guardian signature(s)

Date

Address (street/city/state/zip code)

APPROVED: July 17, 2006—Vicar General and Diocesan Attorney

EFFECTIVE: August 1, 2006

REPLACES: Memorandum of July 15, 2001 Acceptable Use Internet Safety Policy/Children's Internet Protection Act (AUIISP/CIPA) and their agreement forms