

ST. BENEDICT



Student and Parent Handbook 2019 -

2020

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ST. BENEDICT SCHOOL MISSION STATEMENT

St. Benedict School, a ministry of Christ our Light Parish, is rooted in the teachings of Jesus Christ and the Catholic Church. We **strive to provide an excellent education** in a caring and safe environment, open to all, where students can grow in faith, knowledge and character.

ST. BENEDICT SCHOOL OBJECTIVES

1. We believe that we are called to be disciples of Jesus Christ through words, actions, and service to others.
2. We believe in a Christ-centered education that nurtures the formation of the whole person spiritually, emotionally, intellectually, socially, physically, morally and creatively.
3. We believe parents are the primary educators of their children, and therefore we work cooperatively with parents, the parish and the community to build on that foundation.
4. We believe in high academic expectations and accommodate for learning differences.
5. We believe a positive, safe environment where everyone is valued and respected promotes effective learning.
6. We believe in preparing students for the 21st century by integrating technology into instruction.
7. We believe that students will recognize the needs within the global community through service to others.

ACADEMIC GROWTH

Auxiliary Services

St. Benedict School participates in programs funded by the State of Ohio to enable the school to meet the minimum standards to provide needed benefits and services to students including: speech and language, school nurse, textbooks and educational equipment.

Conferences

Formal parent/student/teacher conferences are held each November for all parents. The conference affords a time of mutual communication regarding the progress and growth of the child. Additional conference time may be called for at the request of the parent or teacher.

Curriculum

St. Benedict School follows the State of Ohio Learning Standards in all academic subjects and the Diocese of Steubenville Religion Course of Study. These courses of study lists specific objectives to be mastered in respective subject areas. At each grade level students receive instruction in language arts, religion, mathematics, music, reading, physical education, science/health, social studies and technology.

Grading Scale

ACADEMIC ACIEVEMENT Grades Two-Eight

A 93-100 **B** 85-92 **C** 75-84 **D** 66-74 **F** 65 or below

DEVELOPMENT KEY Grades Kindergarten -One EFFORT

O Outstanding **S** Satisfactory **U** Unsatisfactory
I Incomplete

Homework Policy

The purpose of individual assignments for class and home is to strengthen the student's grasp of curricular objectives. Homework usually consists of completing a lesson begun in school or projects that might require additional time outside the classroom. Assignments are left to the judgment of the individual teacher and are the responsibility of the student to complete.

Instructional Program

St. Benedict School implements the Diocese of Steubenville graded Course of Study in compliance with the State of Ohio Standards. At each grade level students receive instruction in religion, mathematics, English/language arts, readings, science, health, social studies, music, technology, physical education and art.

Algebra is offered in 8th grade for qualifying students. In order to be eligible to receive high school credit, students enrolled in Algebra are required to take the State of Ohio AIR End of Year Exam in the spring.

In compliance with the Diocese of Steubenville, assessment is mandated in the spring for the following:

- ACRE Religion Test in Grades 5 and 8
- IOWA Achievement Test Grades K-8
- IOWA Cognitive Test Grades 3, 5, 7

Assessments for State Scholarship Students

- State of Ohio AIR fall testing –ELA (grade 3)
- State of Ohio AIR spring testing -ELA, Math (grades 3-8)
- State of Ohio AIR spring testing – Science (grades 5, 8)

Third Grade Guarantee Assessment

Third grade students are required to reach the promotion score on the State of Ohio AIR test in English/Language Arts (ELA) unless they are exempt for retention. This test is administered in the fall and then again in the spring if needed.

Kindergarten Program

St. Benedict School offers a full day Kindergarten program. Students entering Kindergarten must be five years of age by August 1.

Children will be assessed through a kindergarten screening process in the spring to determine readiness.

A valid birth certificate, Immunization record, and a Social Security Card must be presented at the time of registration.

Library

Each class is scheduled for a weekly library session. Books may be checked out for a two-week period.

A fee will be charged for lost books according to replacement cost.

Liturgies

Students in Kindergarten-Grade 8 attend Weekly Mass on Thursday mornings. Students also participate in seasonal

prayer services, Stations of the Cross, Eucharistic Adoration and other faith-based services. Students are expected to participate and show complete respect and reverence.

Preschool / Pre-K Program

St. Benedict Preschool and Pre-K Programs gives each student the opportunity to experience creative hands-on learning and to develop social skills in a Christian environment.

St. Benedict Preschool and Pre-K offers an all-day program. Children must be four or five years old and potty trained. Classes are limited to 14 students.

A valid birth certificate, Immunization record, and a Social Security Card must be presented at the time of registration.

A physical check-up must be obtained and presented to the school prior to the first day of attendance.

Progress Book

Parents may view and monitor their students' progress through the online grade book in Progress Book. Parent login access is issued by the school Technology Director.

Promotion and Retention

Promotion is based on satisfactory completion of the respective grade level work.

Retention is considered in individual cases after thorough discussion by the teacher, parents, and principal. Parents will be notified by the end of the 3rd nine weeks if a student is being considered for retention.

Retention may be considered for the following reasons: 1) Failure in any three subjects; 2) Excessive absence

Specials: Art, Music, Physical Education, Technology

All students in grades Kindergarten – Eight will receive instruction in art, music, physical education and technology weekly.

Special Services

Supplemental instruction for qualifying students is available through Title I reading services and individualized or small group tutoring.

Speech therapy is available for qualifying students one day a week by a licensed Speech Therapist.

ADMINISTRATION

Education Advisory Council

The function of the Education Advisory Council is to assist the Pastor and Principal in formulating and defining school policy. Local policies must be in keeping with the diocesan and state policies. The council is composed of St. Benedict School parents.

Faculty and Staff

St. Benedict is staffed by a qualified faculty. All teachers are certified according to the Standards of the State of Ohio. The school staff includes religious and lay teachers, administrative assistants, maintenance personnel, and other educational personnel who provides assistance in various areas of the academic program.

Professional competency and growth are stimulated through monthly faculty meetings, continuous professional development, and principal and diocesan leadership.

Pastor

In the Diocese of Steubenville, the Pastor oversees the school in his appointed parish. He, along with the principal and with consultation of the Local Education Advisory Council, establishes the school's policy on matters not already determined by state and diocesan regulation.

Principal

The educational leader of the school is the Principal. The Principal is directly responsible to the Pastor and Diocesan Superintendent of Schools for the organization and administration of the instructional and disciplinary activities of the school and for stimulating creative and innovative teacher-learning situations. The Principal assumes leadership in establishing good relationships with the children, parents, teachers, staff, parish and the local community. The Principal-Minister oversees the spiritual development of students and staff in conjunction with the Pastor.

ADMISSIONS

Enrollment

St. Benedict School admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities of the school. St. Benedict School will not discriminate on the basis of race, color, or ethnic origin.

Registration for students from Preschool-Grade Eight begins in March of each year. All new students must present a birth certificate, Immunization record and Social Security Card at the time of registration.

School Support Incentive (SSI)

The cost to educate a child at St. Benedict is approximately, \$5,300.00. Due to the significant difference between tuition and the actual cost to educate, parents should expect to participate in various fundraisers throughout the year. The School Support Incentive (SSI) program encourages more volunteer hours and participation in fundraising events. See APPENDIX C for complete SSI information and requirements.

State Scholarships

St. Benedict School is a state scholarship provider and participates in the State of Ohio EdChoice Expansion Scholarship Program. Criteria for this scholarship are available in the school office or at the Ohio Department of Education website: education.ohio.gov. All student services, programs and activities provided or offered by St. Benedict School are available to scholarship recipients.

Transfer Students

Students entering the school after the first grade are accepted on a probationary basis, quarter by quarter for one

semester. During this time the staff evaluates the student's ability to adapt to the various aspects of the school program: the Catholic, Christian environment, behavioral expectations, the academic structure and any other demands of the total school program. At the end of the academic probationary period, the student will either be fully admitted or the parents are assisted in finding a more appropriate academic setting.

Tuition Assistance

Student must be registered at St. Benedict School prior to applying for any tuition assistance through the various funds available. All requests for tuition assistance is kept confidential. For information regarding tuition assistance and scholarships, please see APPENDIX B.

Tuition Policies

No child who is a member of Christ Our Light Parish or Saints Peter and Paul Oratory will be denied a Catholic education at St. Benedict School due to verified inability to pay.

Certain tuition participation guidelines must be followed by all families:

- Tuition contracts will be sent home in May with your upcoming school year tuition bill.
- This contract is to be signed and returned along with the registration fee by the assigned date. Registration fees are non-refundable.
- The registration fee is for all students regardless of scholarship assistance.
- Initial payments will be due according to your contract, but must be paid in full at Back-to-School Night.
- St. Benedict Tuition Policy (See APPENDIX A)
- Tuition is due on the 15th of the month.
- If delinquent one month, a reminder will be sent. If a payment is delinquent two months, the parents will be contacted by the Principal. Any account that is not current after 60 days, and arrangements have not been made with the Principal, could result in the student's dismissal from St. Benedict School.
- Student records will not be released until the account is paid in full.
- Refunds: The school is divided into a quarterly basis both academically and financially. A student attending any part of an academic quarter is not eligible for a refund of that particular quarter. Refunds are based on future quarters only. If a child is expelled, there is no tuition refund granted.

Withdrawal

If a student must withdraw from St. Benedict School, written notification should be sent to the school office as soon as possible. It is the duty of parents to see that all tuition and fees are paid prior to the withdrawal date. Official school records will not be released until all financial obligations have been fulfilled.

The child must collect any personal items; return all school-issued textbooks and school property including library books. When the student enrolls in the new school, parents must submit a written records release to the school office. Records will be released when all of the above conditions have been met.

ATTENDANCE

Absences

Students are expected to be present and on time for classes throughout the school year.

When a student is going to be absent from school, the parent or guardian **must notify the school by phone by 8:15 AM** on the morning of **EACH** day of absence.

IMPORTANT: If the school has not been contacted by 9:00 AM, the school will contact the parents. If the school is unable to connect with the parents, local authorities will be notified.

-Any absence which exceeds 16.5 school hours absent from school requires a written physician's excuse.

- An unexcused absence is defined by ODE as any absence without a legitimate excuse approved by the school.

-An excused absence is one that is justifiable, and the student is free from blame. It includes, but not limited to:

- Personal illness
- Quarantine of the home
- Death in the family
- Such good cause as approved by the Principal

-Vacation days are not excused unless parents have submitted the Vacation Request form to the office by the designated deadline.

-Cumulative yearly absenteeism (excused or unexcused) exceeding 55 school hours will result in written notification by the principal and may result in recommendation for counseling with the Guernsey Juvenile Court Truancy Office.

-After 66 cumulative school hours excused or unexcused, will require a physician's excuse in order to be considered an excused absence.

Early Dismissal

Students are required to be in school a designated number of hours per day. **EARLY DISMISSAL HOURS WILL BE COUNTED TOWARD CUMULATIVE ABSENCES.** (Students who are transported by a local school district bus that arrives prior to the end of the school day, will not have hours counted against them.)

If your child is to be dismissed early, a written notification should be sent into the school office the morning of the early dismissal. Phone calls to the school for an early dismissal should be for emergency situations only.

Extended Absence/Illness/Vacation

Students with extended absence due to chronic illness with be handled on an individual basis.

Vacations during the school year are highly discouraged and not permitted during any standardized testing period.

Parents must complete a Family Vacation Form to be filed with the office two weeks prior to the vacation to qualify as an excused absence. Forms are available in the school office or on the school website.

Upon returning, students will be permitted to make up missed work. Missed work will not be assigned in advance unless it is the teacher's preference.

The number of days the student has to complete assigned work will be the same as the number of days of excused absence.

Only one vacation request will be approved per school year.

Leaving School Grounds

No student will leave the school grounds during the school day unless accompanied by a parent who signs them out in the office.

Sign In and Out Policy

A Sign In/Out log is kept in the office. Parents must sign their student in if they arrive after the 8:10 bell. Parents must sign-out their student if they leave for an appointment, then sign them back in upon their return.

Tardiness

A student is considered tardy if they are not in the classroom by 8:10 AM. When a student is tardy, they must report to the office. Cumulative throughout the school year 10 tardy violations will become one (6.5 hours) unexcused absence. Additional intervention may also result at the principal's discretion.

Time Schedule

The school day is 8:10 AM- 3:00 PM.

Arrival: Parents may drop their students off in the back parking lot behind the main school building beginning at 7:20 AM. Students arriving between 7:20-7:55 AM should report to the Social Hall for supervised morning care.

Morning Care: Morning Care is available each morning for students in Preschool-Grade 8 on regular school days from 7:20-7:55 AM for no fee. Breakfast is available for \$1.25. Students are not permitted to bring toys to morning care and are encouraged to bring a book or schoolwork to work on quietly.

Dismissal: Students are dismissed at 3:00 PM.

Parents/guardians or other designated approved persons listed on the Care Card picking up their children should drive into the back-parking lot behind the school to form a pick-up line. Parents/Guardians should remain in their vehicle and

students will be dismissed by a staff member. The only exception to not joining the pick-up line is if your vehicle will not fit through the parking lot gates.

Students not picked up by 3:20 will be sent to After Care and parents will be charged accordingly.

After Care

To help our working parents, St. Benedict School offers after school care from 3:00-5:15 PM. Supervision is provided by a licensed teacher and a light snack is provided. The cost is \$5.00 per child per day.

General Policies

Behavior

St. Benedict students desire to learn; therefore, they may not deprive their classmates of the right to learn, and students may not deny teachers the right to teach.

In all classrooms, students will:

- Obey specific classroom rules.
- Have required classroom textbooks and supplies.
- Respect teachers, fellow students, property and self.

Code of Conduct

In living out the spirit of St. Benedict's philosophy of education, students are expected to contribute to the caring atmosphere of the school. As disciples of Gospel values, they should be kind, fair, positive and considerate at all times. Students who misbehave, choose to do so, and must accept the consequences of their actions. Diocesan schools enter into an implied contract with the parents of the students that the school will educate their children as long as the latter abide by the school's academic and disciplinary standards. A student who violates these norms breaches the contract, justifying action to be taken including detention, suspension or expulsion.

Violation of Code of Conduct and Corrective Measures:

- The supervising teacher/staff member shall speak with the student or students involved.
- If not resolved, the Principal shall be asked to intervene.
- Parents/guardian may be contacted.
- If there is no improvement in behavior, the principal will be informed a second time and a conference with parents/guardian will be held. A student detention may be given.
- If the conduct persists, the student may be given an in-school suspension. This is a grave penalty for repeated offenses.

Detention:

A lunch recess detention or afterschool detention will be assigned for repetitive minor behavioral offenses or repetitive missing schoolwork.

Detentions begin at 3:00 PM and end at 3:30 PM. Parents need to arrive promptly to pick up their child.

During detention students are to sit silently and complete any assignment as specified by the staff member issuing the detention.

In-School Suspension includes:

Separation from all students for the entire day; completion of all material required being covered that day in the classroom.

After accumulating three in-school suspensions, a hearing will be held with the Principal and Pastor to determine additional corrective interventions or possible expulsion.

Expulsion

Expulsion is a grave penalty for repetitive behavior offenses or serious misconduct.

Expulsion procedures:

- The Principal gathers the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and parent/guardians.
- The Principal confers with the Pastor for agreement to recommend expulsion.
- The Principal makes recommendation in writing to the Diocesan Superintendent of Schools who will conduct a formal review to the extent needed and will inform the Principal of concurrence or non-concurrence with the recommendation.
- 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 expulsion (there is no appeal of a decision to expel); or, if the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendation of the Diocesan Superintendent and notify the parents/guardians of those recommendations in writing.
- All written communications to the parents will be sent by certified mail.

General Behavior Expectations

It is the belief of the administration and staff that all students desire a safe and orderly environment in all areas of the school. Therefore, the following behavior is expected:

- No fighting, pushing, shoving or line jumping.
- No use of foul language.
- Be on time for class, Mass, or detention.
- No running in hallways or cafeteria.
- Keep hands, feet and objects to yourself.
- Respect adults, students and property.
- No littering.
- No throwing of any object.
- No gum chewing.
- No iPods, electronic games, or cell-phones.
- Bullying or intimidation will not be tolerated.
- No skateboards, rollerblades or tennis shoes on wheels.

- No yelling or excessive loudness unless specifically instructed by a teacher.
- Be kind to others.

Serious Misconduct

The following acts are considered serious misconduct:

- **Disruptions:** Repeated disruptions in the classroom or school environment that hinders instruction.
- **Damage/Theft:** Stealing or damaging school or church property or the property of others.
- **Un-Christian Behavior:** Lying, cheating, obscene speech or gestures, degrading or malicious behavior, abusive treatment of fellow students.
- **Weapons:** Possession, handling, transmitting or concealing any object which could be used or viewed as a dangerous weapon, including fireworks.
- **Tobacco:** Possessing, using, or attempting to use, or transmitting tobacco or tobacco products of any type.
- **Alcohol/Drugs:** Possessing, using, transmitting, concealing, or under the influence of narcotics, alcoholic beverages, un-prescribed drugs, or any other controlled substance.
- **Assaults/Fights/Threats:** Behavior in a manner which could cause physical injury to self or any other person, or threaten to cause injury.
- **Truancy/Tardiness:** Absent from class without teacher permission, leaving the school grounds during the school day without adult permission and supervision. Excessive absences and tardiness (See attendance policy)
- **Repeated Misconduct:** Repeatedly violate the regulations of the school or the reasonable directions of the staff.
- **Insubordination:** Failure to comply with the directions of authorized school personnel during the period of time the student is under the authority of the school. A student shall not be unruly, profane, grossly disrespectful, or refuse to submit to reasonable discipline from the staff.
- **Hazing:** Organizing, participating in, or coercing another to do any act of initiation.
- **Profanity and/or Obscenity:** Written, verbal, gesture or other means, to annoy or humiliate others or disrupt the education process.
- **Forgery-Falsify:** in writing, the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- **Sexual Harassment:** Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to suspension or expulsion. Sexual harassment is an activity that is unwanted or unwelcome, including but not limited to unwanted touching, verbal comments, name-calling, propositions, or bodily contact.

Bullying

Bullying, harassment or intimidation will not be tolerated at St. Benedict School. Please refer to the Diocesan Policy on Harassing, Intimidating and Bullying Policy ADDENDUM.

Cafeteria

St. Benedict School provides a daily hot lunch and participates in the Government and USDA Lunch Program. Qualifying families may participate in the Free/Reduced lunch program. Applications are available at Back to School Night or by contacting the Cafeteria Director throughout the School Year. Menus, order forms and payment envelopes are sent home monthly.

General Lunch Guidelines

- A written note from a physician is required for any dietary restrictions.
- Packed lunches should be ready to eat. Please do not send food that needs microwaved or prepared.
- Eat lunch with your class.
- Lunch must be eaten while seated. Clean up after yourself; take tray to return area.
- No food may be taken outside.
- Soda is not permitted in packed lunches from home.
- Line up quietly when instructed for recess.
- Students may not remain in the cafeteria unsupervised.

Change of Address

Parents are required to keep the school office current on the address, phone number, and legal guardianship of their students. Copies of such legal documents are to be given to the school office.

Communications

Each Friday, the youngest child in the family will bring home a brown envelope with important communications from the school, including a weekly newsletter. Please review all materials, sign the envelope, and return the envelope each Monday with your student. Teachers and the principal can be contacted through email or by calling the school office and requesting the appropriate extension.

Dress Code

Appropriate school dress attire helps foster a positive learning environment. A dress code establishes a unique identity for St. Benedict School and creates a feeling of pride and self-esteem. Students who arrive to school out of dress code must wear clothing provided by the school or parents will be called to bring appropriate clothing.

Dress Code for Grades K-8

All clothing must be clean, modest and appropriate for school. Clothing is to be without designer labels or logos of any kind, with the exception of a school logo.

Pants: Solid navy, tan or black dress pants. **No denim or colored jeans, cargo pants, corduroy, stretch pants or pants**

with extra adornments. Pants must be not be baggy or sagging below the waist.

Shirts: Solid colored, collared shirt or blouse. A **solid colored** sweater, vest or sweatshirt with current school emblem may be worn as needed. **No layered look. No sleeveless shirts or blouses of any kind.** Undershirt must be tucked in.

Sweatshirts: Other than St. Benedict School spirit-wear, sweatshirts are not allowed in the classroom.

Shorts/Capris: Solid navy, tan or black dress shorts or capris pant may be worn from April 15 to October 15. Shorts must be no shorter than 2" above the knee.

Skirts/Jumpers/Skorts: Solid navy, tan, black with uniform shirt may be worn and no shorter than 2" above the knee.

Tights: Solid navy, tan, black or white may be worn with jumpers, skirts or skorts and should be worn on cold or chilly days.

Socks: All socks (for girls and boys) should be above the ankle and must be solid navy, tan, black, gray or white without stripes, designs or visible logos. Socks must be visible and worn at all times. Knee socks are permissible.

Shoes: Shoes must be in good condition for safety purposes. Sandals, slip-on, backless, clogs, boots, ankle boots, or high heel shoes with more than a ½" heel are not permitted. Gym shoes must be worn on gym day.

Hair: Hair for all students must be clean and neatly groomed. Hair is not to be spiked, colored, or be of an extreme or distracting nature. No shaved designs are allowed. Boys' hair is not to be longer than the top of his collar and no facial hair is permitted.

Make-Up: Heavy make-up is not permitted. Girls in Grades K-6 and all boys are not permitted to wear make-up of any kind.

Jewelry: Should be conservative and tasteful. Long, dangling earrings or hoops larger than a nickel may not be worn. Only one piercing per ear may be visible. Boys are not permitted to wear earrings.

Piercings and Tattoo's: No visible tattoos or additional piercings.

Dress Down Days

St. Benedict School will schedule a dress down day on the last Friday of each month. No bare midriiffs, tight-fitting clothes, leggings, low-cut tops, skinny pant/jeans, or jeans with holes.

Denim Days

Students have the opportunity to earn denim days on special occasions. All dress code regulations apply.

Physical Education Days

Students may wear solid navy, black or St. Benedict spirit wear t-shirts, sweatshirts and sweatpants. During shorts season, shorts should not have stripes or visible logos.

Enrichment Opportunities

Field Trips: Field trips are pre-planned learning experiences that occur occasionally throughout the school year in specific grade levels. Written permission forms are required for each field trip. When available, buses are used to transport the students. At other times, parents are asked to provide transportation. Parents who volunteer must complete the Diocesan Insurance Compliance Form and must have a seat belt in their vehicle for each student being transported.

The Ohio Child Restrain Law (2011) requires that any child four years of age OR weighing fewer than 40 pounds who is transported by car under the control of a nursery school, kindergarten, or day-care center shall be secured in a child restraint system that meets federal standards. In the State of Ohio, all front seat passengers must wear safety restraints (1986). If parents drive children for school sponsored events, the children must be appropriately restrained. Based on the best information presently available, preschool, kindergarten, and elementary **students should not be transported in the front seat of a car having dual air bags.**

Assemblies: Throughout the school year, assemblies of an educational manner will be presented to the school body.

Guardianship

Each parent, as a natural guardian of their children is presumed to have full authority regarding tuition, record release, and enrollment unless a court order restricts authority. It is the parents' responsibility to provide the school with the court documentation regarding shared parenting or any restrictions.

Name Change

In case of a change in custody (not adoption), unless and until the school receives a court order changing a child's name, the legal name on file will be used.

Non-Residential Parent

St. Benedict School abides by the provisions of the Buckley Amendment with respect to the rights of non-residential parents. In the absence of a court order to the contrary, the school will provide the non-residential parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the residential parent to provide the school with an official copy of the court order.

Health and Safety

The promotion of health for each student at St. Benedict School is the basis of the school's health program. Individual health records are kept on file and monitored by the School Nurse.

Emergency Medical Authorization

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form each year as required by law. **Please inform the school of any changes needed on the form throughout the school year.**

Medicine

Medication is defined as medicines including those prescribed by a licensed health professional authorized to prescribe drugs AND non-prescribed (over-the-counter) drugs, preparations, and/or other remedies (for example: cough drops, topical solutions, etc.)

Only medication in its original labeled container with the student's name, name of physician, date, name and telephone of pharmacy, name of medication, dosage, frequency and any special handling and storage directions will be administered. In addition, a form must be filled out by the prescribing physician and be on file in the Nurse's office. Forms are available in the school office. A log of administered medicine is kept.

Medication is to be brought to school **ONLY** by a parent or responsible adult to the school office. Students **ARE NOT** permitted to transport medication to school.

The parent/guardian is responsible for seeing that the school is supplied with an adequate supply of medication. Any unused medication by the last day of school each year will be destroyed by the school if not picked up by the parent.

Before any prescribed medication may be administered to any student during school hours, we must have a written statement from a licensed health professional authorized to prescribe drugs accompanied by a written authorization from the parent. Before any non-prescribed (over-the-counter) medication may be administered to any student during the school day, we must have written authorization from the parent/guardian.

Sick Child at Home

Any child who is showing signs of illness such as vomiting, fever, injury or symptoms of a communicable disease should be kept home from school. Students need to be fever free, without taking fever-free reducing medication, for 24 hours before returning to school.

Sick Child at School

If a student shows any of the above signs at school, parents will be notified to pick up their student. If there is ever a problem that is deemed life threatening, emergency medical personnel will be called as well as the parent/guardian.

Immunizations

Careful records of your child's immunization record dates are kept on the student's school records. Children without the required immunizations are not permitted to attend school. Parents/Guardians objecting to this requirement must submit in writing an explanation of their objection. The Principal will make the determination as to whether the child may attend.

Please refer to the Diocesan General Policy on Immunizations for detailed information.

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days unless immunization documentation has been provided.

Internet Safety Policy

St. Benedict School follows the Diocese of Steubenville's *Responsible Use of Technology Acceptable Use And Internet Safety Policy*. See Appendix D

Money and Valuables

St. Benedict School is not responsible for money or valuable items that children bring to school.

Toys and electronics from home should not be brought to school.

If parents send money to school with their child it should be placed in a sealed envelope that is marked with the child's name, the amount of money enclosed, and the purpose of the money. Students are to give the envelope to their teacher upon arriving at school. **Please write separate checks for different payments, such as tuition and lunch.**

Office Hours

Parents can call the office at 740-432-6751 or visit the office from 7:30 AM-3:30 PM on regular school days.

Summer hours will be limited to the first week of June and beginning again on August 1.

Parental Responsibilities

Parents have the primary responsibility for the education of their children. Having a positive attitude toward sharing responsibility is an important factor in a child's development. A Christian attitude toward God, self and others, responsible conduct, respect for authority and others, joy and a sense of humor are only a few of the character traits that are rooted in origin in the family home. The following are suggestions of ways parents can cooperate with the school:

- Build regular family worship.
- Support the actions of the teachers and principal.
- Avoid criticism of the school in the presence of children and on social media. If there is ever a question or concern, contact the school immediately.
- Encourage your child to obey the principles of Christian conduct.
- Encourage completion of assignments.
- Promote excellent attendance.

Pictures

School pictures are taken each fall. Purchase of the pictures is optional. A school yearbook will be offered for purchase in late spring.

Principal/Pastor Retains the Right

The principal and pastor retain the right to adjust any policy as appropriate and deemed necessary.

Recess

All students in Kindergarten-Grade 8 receive a 15-minute lunch recess. Students in grades K-5 receive a 15-minute morning and afternoon recess. Students are expected to follow posted recess and playground rules and the recess monitor.

Sacramental Preparation

Sacramental preparation is held in cooperation with the parish religious education program.

The Sacraments of Reconciliation and Eucharist are celebrated in second grade for the first time. Students receive instruction during the school religion class. Confirmation is celebrated at the discretion of the Bishop and preparation is held outside the regular school day.

Safety Drills

Drills are conducted regularly as a safety measure and as required by law. Protective measures and techniques are taught and practiced in each classroom. St. Benedict School's Safety Plan is on file with the State of Ohio and local authorities and is in complete compliance. A copy of the school's Safety Plan is available for review by contacting the school office.

Search and Seizure

Certified staff members have the legal right to check lockers, desks, coats, and bookbags if they have reasonable grounds to believe that there is an illegal object in the possession of a student. Anything brought onto the school premises by a student is subject to search.

Solicitation

Individuals are not to use the school environment as a place to sell items unless they have prior approval of the Principal. All approved soliciting must be done without applying any pressure to other students.

Student Activities

Athletic Programs are available to students in grades 4-8 when there is sufficient interest and participants. These include girls' volleyball, boys' basketball and girls' basketball. Students may also participate in other sports through their district of residence. See Appendix E.

Boy/Girl Scouts troops are permitted to use school facilities for their meetings.

Parish Altar Servers in grades 4-8 may also assist the Celebrant during school liturgies.

Student Council representing the student body will be established each year. Elections for officers and class representatives will be held in the fall.

Tournament of Truth teams represent the school at the annual Diocesan religion academic challenge. Students in grades 3-8 may try-out for the team each year.

Telephone Use

Telephone use in the office will be limited. Permission must be obtained by the office staff. The calls should be limited to those of an emergency nature.

Cell phones are not permitted to be used by students in the school at any time. Cell phones brought to school and seen by a staff member will be held in the office and parents will be notified to come to the office to reclaim it.

Transgender Policy

Refer to General Diocesan Policies, Exhibits B.1 and B.2.

Transportation

Bus transportation is provided by the following school districts: Cambridge City, East Guernsey, East Muskingum, and Rolling Hills. Parents must contact the Transportation Office of the district of residence to arrange transportation.

St. Benedict School supports any necessary disciplinary action taken in accord with specific district procedures in cases where a student's conduct is detrimental to the safety of himself or others on the bus. Students are expected to cooperate with the bus driver at all time.

ST. BENEDICT CATHOLIC SCHOOL TUITION POLICY

Appendix A

St. Benedict Catholic School, as a non-public school, operates on a tuition basis. Educational services are offered through parish subsidy and tuition payments by parents.

1. **PARISHIONER:**

In this policy, **Parishioner** is defined as:

- a) At least one parent and all children attending St. Benedict Catholic School must be Catholic and currently registered at Christ Our Light Parish or another approved Catholic parish.
- b) Contribute financially to the support of the Parish to the best of their ability.
- c) Support Parish life by offering their time, talent and treasure.

2. **NON-PARISHIONER:**

Pay full tuition rate for tuition, as determined annually. It should be noted that all students are eligible to apply for scholarships and that the total educational cost of a child is not assumed by parents.

3. Christ Our Light Parish subsidizes the educational cost of every child enrolled in our school.
4. Any parent experiencing a financial hardship may apply for Tuition Assistance.
5. In order to receive "sibling discount", siblings must reside in the same household.
6. All families registered for the current school year must sign a Tuition Contract stating their tuition payment responsibilities.
7. **Refund Policy:** The school year is divided on a quarterly basis, both academically and financially. A student attending any part of an academic quarter is not eligible for a tuition refund for that particular quarter. Refunds are based only on unused school quarters. The Registration Fee is non-refundable.

St. Benedict Catholic School

Tuition Assistance

Appendix B

Every student at St. Benedict Catholic School is eligible to apply for scholarships and tuition assistance. Working in partnership with parents, who are the primary educators of their children, St. Benedict Catholic School wants to ensure that the young people in our school community have an opportunity to receive an affordable Catholic education. Please apply for scholarships and financial aid using this application. Once you have completed the form, please return it to the school office for processing. Families will be notified of scholarship and financial aid awards as soon as possible.

Available Scholarships:

Catholic Scholarship Requirements:

In order to be awarded a Catholic Scholarship, a family must meet the criteria listed below and commit to the following:

- a) At least one parent and all children attending St. Benedict School must be Catholic and currently registered at Christ Our Light Parish or another approved Catholic parish.
- b) Contribute financially to the support of the Parish to the best of their ability.
- c) Support parish life by offering their time, talent and treasure.

Community Member Scholarship Opportunity:

Families that do not qualify for the Catholic Scholarship may be eligible for a Community Member Scholarship. To qualify, families must be active in the life of the school community, including attending and assisting at school events and activities.

EdChoice State Scholarships :

EdChoice Scholarship:

Available for students whose families live in underperforming public school districts. For an application and more information, visit: <http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>

EdChoice Expansion Scholarships:

Available for students entering Grade K, 1, 2, 3, 4, 5 or 6 who meet income qualifications. For an application and more information, visit: <http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>

Tuition Assistance Scholarships:

These scholarships are needs-based assistance. A separate application is required for each scholarship.

- a) **Immaculate Heart Fund:** www.factsmgt.com
- b) **Kremer Grant:** application available in school office
- c) **Leps Scholarship:** application available in school office

Families must be registered at St. Benedict School prior to applying for any scholarship.

School Support Incentive (SSI)

Appendix C

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. ^{SEP}

We encourage all families to volunteer and participate in the life of the school. **The School Support Incentive (SSI) program will begin its fourth year for 2019-2020. We will focus on three 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 2019 - April 2020). *(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.)*

- **TurkeyTrot (Up to \$50 SSI):** ^{SEP} 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. ^{SEP}

- **Annual Auction:** ^{SEP} 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 ^{SEP} (\$30 SSI) ^{SEP}
- Donate two items to auction per family (\$20-\$40 SSI) ^{SEP}
- Donate 1 item to class basket
1 (per each child's homeroom) (\$10 SSI) ^{SEP}
- Volunteer 3 hours for the auction (\$30 SSI) ^{SEP}

- **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. ^{SEP}

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 (TurkeyTrot, SCRIP program, Auction, etc.) (**up to \$50 SSI**)
- Serving as Head Coach or other activity approved by the Principal.

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, 2020. Registration for the next school year is dependent on the earned or paid SSI credit.

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, 2020.

RESPONSIBLE USE OF TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY

St. Benedict School of Steubenville Diocese

Appendix D

INTRODUCTION

- Dedicated to the teaching mission of the Catholic Church, St. Benedict School is a Christ-centered community focused on faith formation, academic achievement, and personal growth. [1] [SEP]
- The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. [1] [SEP]
- 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* [1] [SEP]
- 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. [1] [SEP] *2008-2011 Technology Plan of St. Benedict School* [1] [SEP]

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

St. Benedict 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 [1] [SEP]

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 [1] [SEP]

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^[1]_{SEP}

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) 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^[1]_{SEP} Effective: August 1, 2006^[1]_{SEP} Replaces: Memorandum of July 15, 2001 Acceptable Use Internet Safety Policy/Children's Internet Protection Act (AUISP/CIP) and their agreement forms

ST. BENEDICT ELEMENTARY SCHOOL ATHLETIC POLICY

Appendix E

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 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.